

BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

POSITION: Enterprise Development Specialist / Ref: REC/01/20

Minimum Requirements: • 3-year qualification in Mechanical / Electrical / Industrial Design/ ICT Engineering • 5 years of relevant experience in skills development • 2 years managerial experience in skills provisioning • Exposure in industrial design • Code EB Drivers Licence • Computer Literacy.

Required Competencies: • Knowledge of the Skills Development Act • Knowledge and experience in respect of training, facilitation and development • Exceptional communication and interaction skills • Negotiating skills • Conflict Management skills • Problem-solving skills • Excellent Business Writing Skills • Knowledge of the management of Learnerships and Internships • Knowledge and understating of the support services required by young start-up businesses and high growth entrepreneurs.

Specific Functional Responsibilities: • **Human Resources Development** • Researches / obtains donor funding • Compiles funding proposals / applications / business plans - submitting to DTI / DBSA and other funders • Identified focus areas / areas of priority / opportunity • Inputs into Provincial Skills Development Strategy • Implemented labour management strategies • **Management of Skills Development Programmes** • Meets strategically and provincially / locally to promote HRD in various forums • Managed Learnerships, Apprenticeships and Internships • Negotiated terms and conditions of funding • Coordinate research around critical skills shortage and facilitate a business leadership program • Assisted skills provisioning • Drafts SLA's, MOU's, contracts etc • Maintenance of Discipline • Compliance with OHS • Regular reporting • **SMME Development** • Coordinating the operating of 3D Printing fabrication services to ensure sustainability • Provide coaching and assistance in procurement, appointment, project management, business development and techniques • **Supplier Development Programme** • Develop a Prototype development plan • Prototype Business Development • Sourcing of funds • Coaching / mentoring / on-the-job instruction • Feedback provision • **Governance** • Signed SLA's, contracts, MOU's • On-site inspections • Income and expenditure reporting • Project Management reporting • SETA reporting

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is 05 October 2020. If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **The ELIDZ is committed to giving preference to suitably qualified persons with disabilities and to African and Coloured Males as per our EE Plan.**

Tel: 043 702 8200 / www.elidz.co.za

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east london idz
business streamlined