

# BE PART OF THIS TEAM

**The East London Industrial Development Zone SOC Ltd** is a State Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

**POSITION: INDUSTRIAL DESIGN AND SKILLS DEVELOPMENT SPECIALIST | Ref: REC/14/22**

**Minimum Requirements:** • Bachelor's degree qualification in Economics / Marketing / Entrepreneurship / Management Studies • MBA and / SDF Competence Certificate would be advantageous • 5 years Skills Development working experience within the Entrepreneurship, and SMME / Enterprise development space of which 2 years to be at a supervisory / managerial level.

**Required Competencies:** • Computer literacy (MS Office: PowerPoint, Word and Excel) • Knowledge of procurement legislation, policy and procedures • Exposure in industrial design • Knowledge of the Skills Development Act • Knowledge of the Public Management Finance Administration Act • Knowledge and experience in respect of training, facilitation and development • Knowledge of the management of Apprenticeships, Learnerships, Skills Programmes and Internships • Knowledge and understating of the support services required by young start-up business and high growth entrepreneurs.

**Specific Functional Responsibilities:** • **Skills Development Resource Mobilisation** • Researches / obtains donor funding • Compiles funding proposals /applications / business plans and submits to Department of Trade and Industry (DTI) / Development Bank of Southern Africa (DBSA) and other funders • Identifies focus areas / areas of priority / opportunity • Inputs into Provincial Skills Development Strategy • **Management of Skills Development Programmes** • Meets strategically and provincially / locally industry players to promote Human Resource Development (HRD) in various forums • Manages Learnership, Apprenticeship and Internship Programmes • Negotiates terms and conditions of funding • Coordinates research around critical skills shortage and facilitates a business leadership program • Assisted skills provisioning • Develops Services level Agreements (SLA), Memorandum of Understanding (MOU) and Contracts etc. • Ensures proper maintenance of discipline/function • Ensures compliance with Occupational Health and Safety (OHS) • Ensures regular reporting • **SMME Development and Design Centre Management** • Coordinates the operation of 3D Printing fabrication services to ensure sustainability • Provides coaching and assistance to the SMME re: procurement; appointment; project management; business development and techniques • **Prototype Development** • Designs prototype development plan • Ensures prototype business development • Assists on sourcing of funds • Provides coaching / mentoring / on-the-job instruction • Provides Feedback on prototype development • **Governance** • Manages signed SLA's, contracts, MOU's • Conducts On-site inspections • Compiles income and expenditure reports • Ensures Project Management reporting • Ensures Sector Education and Training Authority (SETA) reporting.

Applications must be submitted by e-mail to: [recruitment@elidz.co.za](mailto:recruitment@elidz.co.za).

**The closing date is 14 October 2022.** 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 Males as per our EE Plan.**

**FULL DETAILS AND INFORMATION REGARDING THE VACANCY ARE AVAILABLE ON OUR WEBSITE:**  
<http://www.elidz.co.za> under **"Opportunities > Employment"**

*The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.*

Tel: 043 702 8200 | [www.elidz.co.za](http://www.elidz.co.za)

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**east london idz**  
business streamlined