

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: INCUBATOR AND INNOVATION SPECIALIST | Ref: REC/11/23

Minimum Requirements: • An Engineering Degree • 3 years' experience building and maintaining working relationships with start-ups / entrepreneur / innovators / incubation / innovation stakeholders / universities / research institutions / industrial experts • 2 years proven incubator / innovation working experience within the engineering / manufacturing sector.

Required Competencies: Computer Literacy (MS Office: PowerPoint, Word, and Excel) • Knowledge and understanding of Legislation pertaining to ELIDZ • Public Financial Management Act (PFMA) and public sector knowledge and understanding on a practical level • Experience in a science, technology, and product development innovation with exposure to commercialisation processes in practice • Experience in incubator or enterprise development space • Experience working with donor agencies • Demonstrable experience working with business incubator programs • Knowledge of the manufacturing landscape and requirements.

Specific Functional Responsibilities: Incubation Management • Drive the development of an Incubation Strategy and Ensure implementation of the approved strategy • Negotiate with Suppliers on commodities to be hived out into manufacturing incubator • Develop and ensure approval of the Service Level Agreements (SLA's) / contracts or Agreements in line with agreed commodities or processes to be hived into the incubator • Drive and facilitate engagements with manufacturers and their processing lines to ascertain requirements for localisation • Drive and facilitate engagements with identified stakeholders in line with the mapped stakeholder matrix • Develop and execute programmes to support manufacturing incubates to deliver on just in time requirements • Coordinating the sector specific innovation engagements to ensure that catalytic projects in the various sectors emerge, e.g. The agreements with MBSA and tier suppliers for the manufacturing incubator • Support to ensure that all players of the multiple helix i.e. Institutions of Higher learning (Academia), Government, Industry and community come together timeously to find and work on areas of collaboration to ensure innovation is closely aligned to enhance industrialisation in the IDZ and beyond into the EC region • Engage with regional players to drive and coordinate Innovation and incubation initiatives • Compile project proposals to access funding for projects with Academia that will benefit the industries in our zone and beyond into the EC • Work on commissioned projects by government or industry to ensure they are executed by coordinating the necessary stakeholders ensuring they are responding timeously • Put together proposals emanating from the programme to acquire more networks, grow the stability of the programme and access further resources • Identify business opportunities and assess candidate companies based on business incubators' potential impact, the entrepreneur's willingness to work with ELIDZ, impact on the local and national economy • Provide technical, advisory, and business support services to selected incubators • Create access to a variety of business and professional services which include, but are not limited to, business plans, marketing strategies, entrepreneurship, transition plans to ensure the business incubators long-term sustainability, and day-to-day incubator operations • **Entrepreneurship And Stakeholder Management** • Compile and ensure execution of stakeholder management plans and proposals • Evaluate and seek potential funding sources through program revenue, grants, donors, etc. • Identify frameworks for identification of prospective manufacturing incubates • Present to the stakeholders about the services and entrepreneurial programs of ELIDZ • Management, supervision and coordination of incubator activities, including communication of all relevant quality and technical matters • **Quality Management** • Ensure SHEQ compliance • Participate on SHEQ Audit • Action and close the identified non-conformances • Ensure development of all required compliance committees for the advancement of the manufacturing enterprises • **Reporting** • Compile reports for funders on active programmes run and strategy implementation progress • Produce accurate, reliable, and timely data reports • Compile technical report writing for stakeholders and marketing, representing the incubator in industry • **Administration** • Manage all projects documentation requirements • Facilitate high quality advertising materials and marketing campaigns • Manage the day-to-day interaction with the incubator operators and Innovates and Incubates • General administration.

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

The closing date is 10 June 2024. 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.**

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.