

Job Description

Centre Manager for the Seda Kimberley Diamond and Jewellery Incubation Centre

1 Background

A vacancy exists for the position of Centre Manager of the above incubator. The incubator develops, supports and nurtures small and medium sized businesses involved in the beneficiation of diamonds and in the design and manufacture of jewellery. The newly established incubator is located in Kimberley in the Northern Cape.

The person who fills this challenging position will be responsible for leading a small group of core staff, overseeing the establishment, mentoring and promotion of new SMME clients, as well as the effective provision of support to SMME clients of the incubator.

The incumbent will have full accountability and responsibility for organisational and programme performance. The successful candidate will report to the incubator's board of directors.

This is a three year contract, renewable annually, subject to satisfactory performance.

2 Duties & Responsibilities

The successful candidate will be:-

- responsible for developing, in association with the Board, the strategic vision of the centre.
- translating this strategic vision into operational implementation within the annual performance plan and reporting on this implementation to the Board.
- responsible for compliance to all statutory regulations, including the Public Finance Management Act, Basic Conditions of Employment, Health and Safety acts, as well as achieved ISO 9000 standards.

- develop and adjust company policies and procedures according to strategic decisions. Responsible to motivate budgets, compile, approve and monitor expenses within the guidelines of GAAP, PFMA and funding requirements.
- developing, mentoring and managing staff to independently deliver on their responsibilities of supporting the objectives of the centre.
- overall responsible for the annual business plan and budget, the mentoring, support, development and regulating of performance of SMMEs.
- implementing and reporting back on projects.
- responsible for the meeting of all KPIs set for the Incubator in the annual performance plan.
- responsible for building contacts with the Private Sector, Provincial and Local Government, other Government initiatives which are aimed at supporting SMMEs, Universities, TVET colleges, Adult Education Colleges, Research & Development Institutions and Community Based Organisations.
- responsible for the overall management of key accounts, including donor funds.
- responsible for sourcing additional funding for the incubator by establishing partnerships or strategic alliances with local and international institutions.
- ensuring a pipeline of new clients and all contracts and obligations pertaining to them. Also to monitor their performance and ensure donor's performance targets are attained.
- Implement marketing strategy for the Centre to become an incubator of excellence.
- liaison and cooperation with similar initiatives within South Africa.

3 Experience & Qualifications

The successful candidate will have:-

- at least 5 years proven experience of managing in a **business or commercially orientated NPO**, preferably within the business development and support environment;
- at least 5 years proven exposure or experience within the jewellery or diamond value chain or related field.
- proof of thinking strategically and working with a high level Board.

- direct experience of managing interdisciplinary teams to achieve results.
- a proven track record in the development of business opportunities for small enterprises.
- experience in an ISO environment.
- a business oriented qualification is recommended by not mandatory

4 Other Attributes

Ideally, the successful candidate will have:

- excellent writing and reporting including financial reporting skills.
- excellent interpersonal skills and a track record of working with a wide spectrum of stakeholders.
- a credible network of contacts in some or all of industry, business, government, and tertiary institutes
- a passion for the development and commercialisation of small businesses that are new and innovative;
- a knowledge of funding opportunities for small businesses by National Government and other agencies.
- an ability to motivate others toward high levels of performance;
- strong presentation skills;
- excellent financial skills
- an ability to work in a team environment but to take personal and overall responsibility;
- experience in working with small enterprises;
- an understanding of the management of small enterprises
- proven skills in strategic development, organisational development, business planning and financial budgeting and management control.

Please submit applications including:

- A cover letter
- Your most recent CV, demonstrating the above requirements
- An example of your own report writing
- Three contactable references (landline numbers and email addresses)

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Applications must be submitted by email to centremanagercv@gmail.com before business opens on 26th November 2014.

Only shortlisted candidates will be contacted. If you have not received a response by 5th December 2014, please regard your application as unsuccessful.

NOTE

Given the nature of this position all shortlisted candidates may be subject to both a credit check and a police clearance check.

Interviews for short listed candidates will be held in Kimberley in December and candidates will be expected to travel to the interviews at their own expenses.