

BOTSHABELO DIGITAL HUB

VACANCIES

Botshabelo digital hub is a multi-stakeholder initiative aimed at driving innovation and entrepreneurship in the Free State Province, and also to gear communities to participate in the Fourth Industrial Revolution. The Hub provides business and technical support to aspiring and existing innovators from ideation to commercialisation. The Hub is operated by Softstart Business and Technology Incubator NPC (Softstart BTI). Softstart BTI is looking for a very vibrant and dynamic team that will operate and implement Hub programmes. The roles are to be based in Botshabelo at the Botshabelo digital hub.

No	Role	High-level duties	Minimum Requirements
1.	Hub Manager	<ul style="list-style-type: none"> Accountable for the Hub activities Manage and oversee day-to-day operations and programmes Establish and maintain stakeholder relations Fundraising and resource mobilization Performance management of staff Reporting 	<ul style="list-style-type: none"> Matric, with B-Degree/ND: Management, Entrepreneurship or equivalent Min 2 years management and business incubation experience Min 5 years experience in the SMMEs sector Drivers license
2.	Digital and Innovation Lead	<ul style="list-style-type: none"> Provide IT Support Facilitate innovation and robotics activities Facilitate digital skills training Lead and facilitate 4iR initiatives Guide innovators from ideation to commercialisation 	<ul style="list-style-type: none"> Matric, with BSc-Degree/ND: Computer science, Information systems or equivalent Min 2 years relevant experience Knowledge of 3D printers and CNC laser machines Drivers license
3.	Business Development Officer	<ul style="list-style-type: none"> Provide day to day business and technical advice to aspiring and existing entrepreneurs Assist with business plan development Facilitate market access & funding opportunities Facilitate business seminars and workshops Ensure regulatory compliance and growth of incubated SMMEs 	<ul style="list-style-type: none"> Matric, with B-Degree/ND: Entrepreneurship or equivalent Min 2 years relevant experience Drivers license Growthwheel tool experience added advantage
4.	Marketing and Events coordinator	<ul style="list-style-type: none"> Responsible for profiling, marketing and awareness of Hub activities Assist with fundraising Hire out facilities Coordinate and lead internal and external events 	<ul style="list-style-type: none"> Matric, with B-Degree/ND: Marketing, Public relations or equivalent Min 2 years relevant experience Drivers license

5.	Training and Skills development facilitator	<ul style="list-style-type: none"> • Skills profiling and development of SMMEs and local communities • Facilitate accreditation processes • Facilitate learnerships and internships opportunities and related grant funding 	<ul style="list-style-type: none"> • Matric, with B-Degree/ND: Human Resources, Training, or equivalent • Min 2 years relevant experience • Accredited assessor added advantage • Drivers license
6.	Receptionist	<ul style="list-style-type: none"> • Receives incoming calls and clients visiting the Hub • Provides administrative support to staff • Provides reception services to hub clients 	<ul style="list-style-type: none"> • B-Degree/ND: Office administration or equivalent
7.	2 x General Assistants	<ul style="list-style-type: none"> • Daily cleaning inside and outside of the Hub • Provide refreshments to meetings. • General maintenance support 	<ul style="list-style-type: none"> • None

- These are 2 year fixed term contracts renewable based on performance
- Salaries negotiable and commensurate with experience

CLOSING DATE: 23 JULY 2021

No late applications will be accepted

Applications can be emailed to: recruitment@softstartbti.co.za with the following:

- Covering letter stating role applying for, including current and salary expectations.
- Curriculum Vitae, and
- Certified copies of qualifications (certified within the last 3 months)

OR

All CVs with the above documents can be hand delivered at the following address:

Botshabelo digital hub, 09 Pink Street,
Botshabelo
(FDC Botshabelo industrial park).

Only shortlisted candidates will be communicated to, if you do not hear from us within 3 months of the closing date consider your application unsuccessful. Softstart BTI reserves the right not to fill any vacancies.

For more information visit www.softstartbti.co.za or call 011 695 4800

Hub strategic partners:

