



SMALL ENTERPRISE DEVELOPMENT AGENCY

an agency of the dsbd

JOB PROFILE

JOB TITLE	Intern: Quality & Standards and Technology Transfer (X2)	
DURATION	Twelve (12) Months Fixed Term Contract	
REPORTING TO	Manager: Technology Transfer	
JOB GRADE	Internship	Stipend
	CTC	R 6 000.00
NO. OF INCUMBENTS	2	
DIVISION	STP	
LOCATION	Seda National Office	
MAIN PURPOSE OF THE JOB	The purpose of the internship programme is to provide appropriate and relevant work experience which is in line with the intern's qualification	
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Assess small enterprises for the benefit of TTF ❖ Develop business cases for the adjudication panel ❖ Administer the technology transfer fund nationally ❖ Establish and maintain an accurate database ❖ Verification of supplied technology received at the client's premises ❖ Contribute to the review of TTF policy and processes ❖ Conduct impact analysis on the technology intervention on beneficiaries ❖ Conduct TTF awareness workshops 	
REQUIRED MINIMUM QUALIFICATION	❖ Matric and a three-year tertiary qualification (N6) in Commerce/ Project Management/ Technology/ Engineering	

	❖ A Bachelor's degree (NQF 7) in Commerce/ Project Management/ Technology/ Engineering would be added as an advantage
REQUIRED MINIMUM WORK EXPERIENCE	❖ Not Applicable - Work experience exposure programme
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Communication ❖ Business Acumen ❖ Planning & Organising ❖ Administrative Diligence ❖ Policy Adherence ❖ Basic Computer Skills ❖ Office Management
<p>NB: It is the organization's intention to promote equity and representivity in terms of race, gender and people living with disability as per the set numerical targets contained in the organizational Employment Equity Plan (EE Plan). Previously Disadvantaged Individuals are encouraged to APPLY.</p> <p>The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful.</p> <ul style="list-style-type: none"> ❖ Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). ❖ Applicants should note that any false information contained in their cv and related documents could result in disqualification and/or summary dismissal. Please note that by applying for this position, you give SEDA permission to process your personal information in compliance with POPI ACT. <p>To apply, please send your CV to recruitmentstp@seda.org.za</p> <p>Please state the position you are applying for in the subject line.</p> <p>Closing Date: 20 June 2024</p>	