The Commission for Science and Technology, together with partners from the Tanzanian private and academic sectors, and infoDev\(^1\), is developing a Tekinohama business incubator in Dar es Salaam to support ICT (information and communications technology) companies with high growth potential. This will be an autonomous and private sector driven entity assisting early stage ICT companies by lowering the cost of business and increasing the chances of business survival because of: access to shared resources and building infrastructure; access to finance and markets through credible support, guidance and business management; targeted mentoring and coaching; and networking opportunities to access markets.

The Commission for Science and Technology seeks to appoint an Incubator Manager to lead and manage the establishment and growth of the business incubator, as a self sustaining service for new and growing Tanzanian businesses. This is a challenging position that requires an entrepreneurial approach and a commitment to helping new and emerging businesses in Dar es Salaam. Nonetheless, with good funding to establish the incubator, the position offers exciting long term prospects and growth for the right person. Key responsibilities will include:

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\(^1\) infoDev the Information for Development Programme, is located within the World Bank and has supported innovation and entrepreneurship through business incubation since 2002. Over 80 incubators have been supported across the developing world.
1. Development of the initial business plan of the business incubator based on a sustainable business model and stated objectives of the incubator and continual development of the strategy for the incubator.

2. Leadership in the implementation of the incubator including the appointment and management of a small staff complement; financial oversight; operations oversight etc.

3. Management of good incubation practices including the processes for selecting clients; growing client companies; accessing financing; networking and graduating clients.

4. Building and managing strategic stakeholder relationships with private sector, academic sector, and government including the raising of additional funds and representation of the incubator to the media, speaking engagements etc.

5. Managing and increasing the effectiveness and efficiency of the incubator’s support services to improve the growth of the incubator business enterprises, and achieve the projected budget growth targets

6. Working with the Board to meet the strategic objectives as defined by the Board and funders and being accountable for good governance practices.

REQUIRED QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

The ideal candidate will have the following knowledge, skills and experience:

1. A business degree (B.Comm and/or MBA) from a recognised educational institution.

2. Demonstrated understanding of issues relating to entrepreneurship. It will be an advantage for the candidate to have been involved in the management of a business incubator or SME support organisation.

3. Entrepreneurial experience in having successfully started and/or run a business

4. At least 10 years of middle to senior management experience (either in a small, medium or large business). A proven track record of general management must be evident in the career of the candidate, including:
   a. Strategic management including demonstration of substantial responsibility for strategic direction setting and implementation.
   b. Evidence of business growth resulting from managerial activities.
   c. Human resource management (including career development; mentoring and coaching experience).
   d. Financial management.
   e. Operational management

5. Promote the use of ICT in managing and improving operational efficiency of the incubator business enterprises

6. Proven leadership skills and ability to motivate and lead teams and engender trust.

7. Evidence of networking ability. It will be an advantage for the candidate to have established networks with the business community in Tanzania.
8. Fluency in English and Swahili.
9. The ideal candidate will be able to demonstrate the following personal attributes:

- motivated, highly energetic and self-starter
- commercially minded with an entrepreneurial approach
- innovative problem solver with tenacity to find solutions under trying conditions
- visionary with both flexibility and “out-of-the-box” thinking
- determination and tenacity to follow an issue through to resolution
- confident, self sufficient and results orientated
- sincere, trustworthy and capable of networking and building relationships with people
- articulate negotiator with excellent communication skills with individuals and groups.
- excellent interpersonal skills
- capable of delegating responsibilities effectively

**DURATION OF CONTRACT AND RECRUITMENT TIMETABLE:**

The post requires a full time resource based in Dar es Salaam with occasional travel in and outside Tanzania. The contract period will be for three years with the possibility to extend this contract for a further two years. A probation period will be required to assess suitability.

Remuneration will be negotiated against qualifications and experience and will be market related. The structure of the package will consist of a basic salary and an annual performance bonus based on the performance of the incubator against targets.

The starting date will be 1 March 2011 or as negotiated.

Interested applicants can forward a covering letter titled “Dar es Salaam Incubator Manager”, motivating their suitability for the position, along with their resume (both in English) to the address below, by 29 November 2010. Applications by post must be clearly marked “Dar es Salaam Incubator Manager”. Applications by email will also be accepted.

Director General,
Tanzania Commission for Science and Technology,
P.O. Box 4302,
DAR ES SALAAM.

**Telephone:** 2700749, 2700745/6  
**Fax:** 2775313/4  
**E-mail:** obakari@costech.or.tz; and rmmasi@costech.or.tz