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Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr: 2006/009033/30

EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO. 02/2024/2025

Alfred Nzo Development Agency is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.
People with physical disabilities are encouraged to apply.



Applications are hereby invited from suitably qualified persons for the following position:

TRADE AND INVESTMENT PROMOTION DEPARTMENT

TRADE AND INVESTMENT COORDINATOR
PERMANENT
ANNUAL BASIC SALARY: R 376 287.00 PLUS BENEFITS

THE INCUMBENT WILL BE REPORTING TO THE MANAGER TRADE AND INVESTMENT PROMOTION STATIONED PLACE: MOUNT AYLIFF

KEY REQUIREMENTS:

Grade 12/ Matric Certificate • National Diploma qualification in Business Management/Economics/ Business Administration/Marketing or relevant qualification equivalent to NQF Level 6 • A Minimum of 4 years relevant experience in Investment and Trade facilitation, business environment with solid background knowledge of business management and investment processes and a strong network of professional contacts. • Excellent communicator with proven marketing and/or business development experience. • A self-starter with the ability to work independently. • Must have a sound Financial management experience strategic quality, with strong mediation, negotiation and arbitration skill • Good understanding of local government legislation • Good verbal and written communication skills • Marketing skills and fundraising and negotiation skills • Valid driver's license.

KEY PERFORMANCE AREAS:

In collaboration with the Programmes Department, identify potential investors within the Alfred Nzo District targeted sectors and subsectors; • Contact investors and make individual and group presentations on investment opportunities within Alfred Nzo District targeted

sectors and subsectors; • Coordinate investment conferences/ summits and road shows with investors for Alfred Nzo or in joint promotion activities with other parties; • Introduce interested investors to the Alfred Nzo Development Agency where need be, Alfred Nzo District Municipality to arrange district visits and tours; • Pursue and follow-up with investors to facilitate their investment, while identifying and resolving any outstanding issues for the investors, in collaboration with the Programmes Department and other ANDA stakeholders

KEY COMPETENCY SKILLS: Knowledge of Local Government sector and applicable legislation • Planning and Organizing Skills. Analytical • Communication, Facilitation, Interpersonal, Negotiation, Problem solving, Project Management, Financial Management & Research Skills • Report Writing Skills.

NB: The Agency is an equal opportunity and Affirmative Action employer. The provisions of the Employment Equity Act will be taken into consideration in filling the advertised posts. It is our intention to promote representativeness in respect of race, gender, and disability. In support of these strategies, special groups should indicate their categories on the application letter. Applicants must indicate the media where the advert was seen.

Closing date: 10th October 2024

Please note: Applicants must submit an Application letter, a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license. Applications should be forwarded to the HR Office, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road or Private Bag X 511, Mount Ayliff, 4735.

HAND DELIVERY- Alfred Nzo Development Agency, Umzimvubu Goat Complex, Hospital Road, Mount Ayliff 4735. Appointment will be subject to appropriate security clearance, a competency as well as reference and qualification checks. If applicants receive no notification within ONE month from the closing date, please assume that your application was unsuccessful.

The agency reserves the right not to fill the position. **LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All enquiries should be directed to Ms. S. Jijana, HR Practitioner by telephone at (039) 492 0011/072 846 6566 or jijanas@anda.org.za



MS N. MALOI
ACTING CHIEF EXECUTIVE OFFICER