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Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC Ltd  
Reg nr. 2008/009093/00

**EXTERNAL ADVERTISEMENT**  
**VACANT POSITION**  
**NOTICE NO. 01/2024/2025**

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:

**PROGRAMMES DEPARTMENT**

**EXECUTIVE MANAGER: PROGRAMMES  
PERMANENT**

**ALL INCLUSIVE REMUNERATION PACKAGE: R965 958 – R1 224 083**

**THE INCUMBENT WILL BE REPORTING TO THE CHIEF EXECUTIVE OFFICER  
STATIONED PLACE: MOUNT AYLIFF**

**JOB PURPOSE:** As an Executive Manager of ANDA, the Executive Manager Programmes will assume executive-level accountability for the attraction and promotion of investment in development projects, economic infrastructure development, business development and management of strategic municipal business assets.

**ESSENTIAL REQUIREMENTS:**

- Matric Certificate
- A degree in Economics, Development Economics, Business Management, a relevant postgraduate qualification or any qualification related to the field at NQF Level 07 registered on the National Qualifications Framework at NQF Level 7.
- Certificate of Financial Municipal Management will be an added advantage.
- Minimum seven (7) years senior and middle management relevant experience of which at least (02) years at Senior Management level in Local Economic Development, preferably in Local Government.
- Knowledge of procurement function
- Good understanding of Local Government legislation
- Knowledge of Municipal Finance Management Act



- Knowledge of the Preferential Procurement Policy Framework
- Knowledge of the Public Finance Management Act and related legislation
- Strong analytical skills and attention to detail
- Personal credibility and professionalism
- Good verbal and written communication skills
- Marketing skills and fundraising and negotiation skills
- Certificate in Management Development (MFM) is an added advantage
- Valid driver's license.

**PREFERRED REQUIREMENTS:** A recognized Bachelor's Degree in Economics, Development Economics/Business Management or equivalent • A postgraduate qualification will be an added advantage • Certificate Programme in Management Development • Municipal Finance Management Programme • A minimum of Five years' experience in an Executive Management level.

**KEY PERFORMANCE AREAS:**

- Providing developmental support to all tiers of the parent municipality for planned project outputs and outcomes
- Initiate viable high impact economic development projects
- Collating project findings and presenting them
- Developing proposals and business plans appropriate for agriculture and agro-processing, agribusiness sector, property development, Infrastructure, ICT, Tourism, Arts and culture and high impact project for rural economic development
- Managing projects from inception to completion
- Implement effective linkages with core stakeholders and investors
- Managing Private Public Partnerships
- Drawing up an annual operational and capital budget

**DIRECTORATE - TRADE AND INVESTMENT PROMOTION**

**EXECUTIVE MANAGER-TRADE AND INVESTMENT PROMOTION  
PERMANENT**

**ALL INCLUSIVE REMUNERATION PACKAGE: R965 958 – R1 224 083**

**THE INCUMBENT WILL BE REPORTING TO THE CHIEF EXECUTIVE OFFICER  
STATIONED PLACE: MOUNT AYLIFF**

**ESSENTIAL REQUIREMENTS:**

- Matric/ Grade 12



- A Bachelor of Commerce in Economics/Economics Sciences/ Business Management/Tourism Management or any qualification related to the field at NQF Level 07 registered on the National Qualifications Framework at NQF Level 7.
- Minimum (07) years in a Middle Management and Senior Management Position in Local Government of which at least two (2) years at Senior Management Level in Trade and Investment Promotion preferable in Local Government.
- A valid Driver's License.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 will be an added advantage.
- Ability to negotiate in levels of Government and with relevant Stakeholders.
- Ability to prove strategic, visionary and innovative leadership.
- Extensive Knowledge of Financial Governance and Performance Management System in Local Government environment. Computer literacy covering all applications.

**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.

**KEY PERFORMANCE AREAS:**

- Aligning the key performance area to the objectives of the department ANDA.
- Productivity/Performance and Personnel Management.
- Identify key enable and opportunities for trade and investment promotion.
- Manage the development of trade and investment promotion instruments
- Establish partnerships to support trade and investment promotion programmes, projects and instruments.
- Manage processes to monitor, evaluate and report on the sustainable impact of trade and investment promotion policies, strategies, programmes and instruments
- Perform and manage administrative and related functions
- Consulting and Advisory service.

**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.

**KEY COMPETENCY SKILLS:**

Knowledge of municipal applicable legislations • Reasonable understanding of link between IDP and Multi-Year Business Plan • Budgeting and Annual Performance Plan context • Extensive knowledge of MFMA • applicable Municipal Legislation and Companies Act • Strong Supervisory skills and interpersonal skills • Good report skills • Communication skills

**Closing date: 25<sup>th</sup> September 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 Corporate Services Department, 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](mailto:jijanas@anda.org.za).



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**MS N. BOTI**  
**SENIOR MANAGER: FINANCE AND ADMINISTRATION**