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Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency BOC Ltd
Reg nr: 2008/008063/00

EXTERNAL RE-ADVERTISEMENT
VACANT POSITION
NOTICE NO. 09/2024/2025

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

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 of five (05) years at middle Management level relevant experience 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 and 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: 28 February 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. N. Gixane, by telephone at (039) 492 0011/078 803 7511 or gixanen@anda.org.za.

P.P. 

MS N. BOTI
ACTING CHIEF EXECUTIVE OFFICER