



Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment, Promotion and Local Economic Development for the Region.

## **CHIEF OPERATIONS OFFICER**

**Enterprise iLembe seeks an experienced Chief Operations Officer who will assume the responsibility of leading the day-to-day operations of the business of the Agency in accordance with the strategic plan and operating and capital budgets. An individual in this position should possess strong leadership and management skills, an understanding of what it takes to deliver on required objectives to sustain continued growth.**

### **Requirements:**

- An appropriate Post Graduate Degree at Masters Level in Economic Development, Development Finance or Business Administration.
- A minimum of ten (10) years' experience in Local Economic Development environment of which five (5) years should have been in senior managerial position.
- Knowledge of the Municipal Finance Management Act (MFMA) and other Government acts, policies and prescripts.
- A multi-talented person with strong strategic leadership, management and stakeholder management skills
- Understanding of both rural and urban cultural dynamics and socio economic needs Strategic and Operational experience
- Qualifications in Project Management will be an added advantage
- Code 08 Drivers Licence
- Proficiency in English and in iSizulu (written and verbal)

### **Key Responsibilities:**

- Oversee the day-to-day operations of the business of the Agency;
- Contribute to the development and refinement of the Agency's vision and strategy.
- Working in partnership with the Board and CEO to create the required strategic plans and implement new processes and approaches to achieve it.
- Develop, in collaboration with the CEO and the Chief Financial Officer (the "CFO"), an annual operating plan that supports the Agency's long term operations strategy;
- Develop operational systems that will ensure the achievement of EI's three (3) strategic pillars (Financial sustainability, Business Development, Stakeholder Engagement).
- Manage the performance of all senior managers within the organisation through the organisation's performance management system and ensure implementation of an effective performance management process that measures and evaluates progress against goals for the organisation.

- Oversee all general administration of EI including general maintenance of the buildings and all assets.
- Foster a corporate culture that promotes ethical practices, customer focus and service and encourages individual integrity;
- Perform other functions related to the office of the CEO or as may be requested by the CEO or the Board.
- Ensure that the relationships between the Agency and its stakeholders are open and co-operative

Enterprise iLembe subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998.

Please forward your application together with a detailed CV and certified copies of your educational certificates to: **The Chief Executive Officer ; Enterprise iLembe; PO Box 593 Ballito 4420; Email: [kerry@enterpriseilembe.co.za](mailto:kerry@enterpriseilembe.co.za)**

The closing date for applications is **Friday 31May 2019 at 12h00.** Please note that emailed applications received after the closing date and time will not be considered.

If you do not hear from us within four (4) weeks of the closing date, please consider your application as unsuccessful.



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**Nkosinathi Nkomzwayo (Mr)**  
**Chief Executive Officer**