



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

## VACANCY

### Head: Local Economic Development

Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applications for the position below:

#### Requirements:

The preference is for candidates who are technically and financially sound with experience in an economic development environment. The candidate must also possess strong stakeholder management skills.

- Commercial/Business Administration degree
- Business Analysis Diploma/Degree (added advantage)
- Project Management qualification
- Exposure to the financial services
- A minimum of 5 years' experience as a Project Manager
- Possess a broad knowledge of business and financial instruments
- Knowledge and thorough understanding of best practice project management methodologies
- A practical understanding of the system development lifecycle & product life cycle

#### Skills:

- Presentation and facilitation skills
- Sound administrative skills and good analytical, documentation and reporting abilities
- Ability to express yourself clearly both orally and in writing with good negotiation skills
- Excellent computer skills (Microsoft- Word, Excel, PowerPoint, Project, Office)
- Effective time management and personal organisational skills
- Ability to adapt easily to changing circumstances
- Ability to work on multiple projects concurrently
- Ability to work and deliver under pressure
- Ability to manage expectations, risk and issues in a pro-active manner

#### Key Responsibilities:

- Manage stakeholder relationships with all stakeholders including government (national, provincial and local) as well as with the private sector and local communities
- Coordinate strategic intelligence and identification of enterprise development opportunities in the district
- Develop and implement Business Retention and Expansion strategies
- Identify and Package projects for funding
- SMME & Entrepreneurship Development and Promotion

Enterprise iLembe subscribes to the principals of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998. Please forward your applications together with a detailed CV and certified copies of your qualifications, drivers licence and Identity Document for the attention of The CEO Mr. N. Nkomzwayo; email [kerry@enterpriseilembe.co.za](mailto:kerry@enterpriseilembe.co.za). Post: PO Box 593 Ballito 4420.

The closing date for submissions is **Wednesday 31 July 2019, 12h00**. Please note that faxed applications and applications received after the closing date will not be considered. If you do not hear from us within (4) weeks of closing date, please consider your application as unsuccessful.

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