

Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the Region. Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applications for the position below:

**PERMANENT VACANCY  
PROJECT MANAGER X2  
SALARY PACKAGE: R741,461.04**

Enterprise iLembe seeks to fill the position and accordingly invites suitably qualified and experienced applicants who will drive a series of economic development projects that are critical to the development of the region and ensure that projects are integrated and cut across the core/identified focus sectors.

**Qualification Knowledge, Skills and Attributes:**


- Minimum: Post Grade – (NQF) Level 8 in in Local Economic Development, Commerce, Developmental Studies, Public Management or a related field.
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Minimum of 3 years in project management or direct experience in project packaging, facilitation and local economic development
- Proven experience in managing LED-related projects, such as job creation programs, infrastructure improvement, SMME development, or skills development initiatives.
- Experience working with stakeholders across government, private sector, and community organization
- Possess a broad knowledge of business and financial instruments
- Knowledge and thorough understanding of best practice project management methodologies
- Sound administrative skills, presentation 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 work independently, but more importantly as part of a team as a co-operative, collaborative and supportive team player.
- Ability to work and deliver under pressure
- Ability to manage expectations, risk and issues in a pro-active manner

**Key Responsibilities:**

- Project Management Skills (Budgeting, resource allocation, and timeline management and familiarity with project management tools and software.
- Assist in developing a project communication strategy with Manager: Investment Promotions, Marketing and Communications
- Produce regular reports on project status and performance and submitting same to the Executive Manager: Projects, EXCO and the Board.
- Engaging in discussions with experts and other professionals in the economic development field, including other municipalities, educational institutions and parastatals.
- Develop capacity building and mentorship support programmes for LOCAL SMME'S.
- Ensure implementation of enterprise development projects and programmes in partnership with Government and/or Private sector partners.
- Develop comprehensive business plans and funding proposals.
- Engage with stakeholders including government departments, private investors and local communities to facilitate project implementation.
- Manage project life cycles, ensuring alignment with organizational goals and timelines.

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 H.R ; email [recruitment@enterpriseilembe.co.za](mailto:recruitment@enterpriseilembe.co.za)

The closing date for submissions is **17 January 2025, 16h00** If you do not hear from us within (2) weeks of closing date, please consider your application as unsuccessful.



**Chief Executive Officer**  
**Mr A.S Mazibuko**