

INTERNAL / EXTERNAL JOB ADVERTISEMENT

Business Unit: Investment Promotion		Date: 07 February 2025
Job Title:	Project Manager: Investment Promotion	
Reporting to:	General Manager: Investment Promotion	
Job Grade:	D1	
Duration:	Permanent	
Reference No	TIKZN/003/2025	

Brief Outline of Duties:

To attract domestic and foreign investment in line with the strategic initiatives of TIKZN through the promotion and facilitation of the investment opportunities in key provincial priority sectors. Knowledge and exposure in the ICT, manufacturing and Agriculture sectors is essential

KEY PERFORMANCE AREAS (Among others)

- Investment Promotion
- Investment Facilitation
- Stakeholder engagement
- Client Enquiry Management
- Reporting

JOB SPECIFICATION

Educational and / or Technical Competencies:

- Bachelor's degree in Economics or Business Administration, or related qualification is essential.
- Honours degree in in Economics or Business Administration, or related qualification will be an added advantage.

Experience:

- 3-5 years' experience in Project Management within the Investment Promotion and Facilitation environment.

KwaZulu-Natal Office

- 📍 Trade & Investment House, 1 Arundel Close
Kingsmead Office Park, Durban 4001
South Africa
- ✉️ PO Box 4245, Durban 4000, South Africa
- ☎️ +27 (0) 31 368 9600

Gauteng Office

- 📍 Financial Place, 99 George Storrar Avenue
Groenkloof, Pretoria 0181
- ☎️ +27 (0) 12 346 4386/6763
- ☎️ +27 (0) 12 346 4774
- ✉️ info@tikzn.co.za
- 🌐 www.tikzn.co.za / www.exportkzn.co.za



DIRECTORS: R N Ngcamu (CEO), T V Mhlongo (CFO), N M Sajini (Acting Company Secretary)

PROFESSIONAL COMPETENCIES

- Thorough knowledge of economic sectors is essential.
- Working knowledge of relevant South African legislations
- Knowledge of international trends in investment
- Knowledge of international trade and investment dynamics
- Basic understanding of incentives and grants.
- Knowledge of work permits and company registration processes and documents.

PERSONAL ATTRIBUTES

- Organisational and Planning Skills
- Good verbal and written communication skills
- Computer Literate at an intermediate level
- Good Office etiquette
- Ability to meet deadlines and work independently as well as a team player
- Strong relationship building and stakeholder management skills.
- Ability to get up to speed with new processes/procedures and able to adapt readily to change
- Good project management skills
- Good time management skills
- Ability to interpret relevant legislative requirements and conditions of servicesJudgement

Closing date: 28 February@ 23h59.

To apply for this position, kindly submit your motivation letter, curriculum vitae and copies of educational qualification. Application for the position can be emailed to vacancies@tikzn.co.za.

TIKZN subscribes to the principles of employment equity in its recruitment processes. People with disability are encouraged to apply for this position. Prospective employee will be subjected to competency assessments and security vetting as part of the selection process.

NB: Applicants who have not received any correspondence from us within three (3) months of the closing date can consider their applications unsuccessful.

(PLEASE QUOTE THE POSITION NAME AND REFERENCE NUMBER ON YOUR APPLICATION SUBJECT LINE)