

INTERNAL / EXTERNAL ADVERT

Business Unit: Investment Promotion		Date: 20 February 2024
Job Title:	BR & E Officer	
Reporting to:	General Manger: Business Retention & Expansion	
Job Grade:	C3	
Duration:	Permanent	

Brief Outline of Duties:

To provide assistance to investors as well as existing businesses within KZN, by identifying and developing intervention programs aimed at retaining business within the province and facilitating and supporting opportunities for company expansion.

KEY PERFORMANCE AREAS (Among others)

1. Implement business retention and expansion operational plans.
2. Facilitate Local and Foreign aftercare and retention activities.
3. Design and implement technical support programmes for companies and Municipalities.
4. Manage and maintain stakeholder relationships.
5. Performance Reporting.

JOB SPECIFICATION

Educational and /or Technical Competencies:

- Degree in Marketing/Economics/Development Studies or Business Management.
- Honours Degree would be advantageous.
- Driver's licence

KwaZulu-Natal Office

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DIRECTORS: K S Shandu (Interim Chairperson), U Maharaj, D Naidoo, E M Nkosi, E B Mkhize, S K Mpungose, R N Ngcamu (Acting CEO), X Cele (Acting CFO)



Experience:

- Four (4) years' experience in investment promotion, export promotion and development as well as Client Management and Marketing.
- Demonstrated business acumen skills with job experience in finance and admin, market development and production environment.
- Added advantage, Investment Promotion, Export Promotion and Project Management.

PROFESSIONAL COMPETENCIES

- Knowledge of international trends in investment.
- Knowledge of international trade and investment dynamics.
- Technical understanding of incentives and grants.
- Knowledge of work permits and company registration processes and documents.
- General understanding of the funding processes.
- Knowledge of legislation regulating businesses.
- Knowledge of KZN prioritised sectors.
- Ability to get up to speed with new processes/procedures and able to adapt readily to change.
- Ability to interpret relevant legislative requirements and conditions of services.
- Organisational and Planning Skills, Leadership Skills.
- Ability to meet deadlines and work independently as well as a team player.
- Strong relationship building and stakeholder management skills.
- Financial Modelling Skills.

Equity Statement

TIKZN is committed to Employment Equity when recruiting internally and externally and will ensure our recruitment process is in line with achieving our Employment Equity goals.

Should you meet the above requirements please send your application to hr1@tikzn.co.za

CLOSING DATE: Friday: 15 March 2024