

INTERNAL/EXTERNAL VACANCY ADVERTISEMENT

Business Unit: Investment Promotion		Date: 07 February 2025
Job Title:	Executive Manager: Investment Promotion	
Reference:	TIKZN/001/2025	
Reporting to:	Chief Executive Officer	
Job Grade:	E1	
Duration:	Five-Year Fixed Term Contract	

Brief Outline of Duties:

To pioneer the development and implementation of investment attraction, facilitation, business retention and expansion strategies aimed at positioning KZN as a preferred investment.

KEY PERFORMANCE AREAS (Among others)

1. Lead and drive transformation initiatives within the Business Unit
2. Investment promotion (generation, attraction, and facilitation)
3. Business retention and expansion
4. Development, management, and reporting on strategic and operational plans for the Business Unit
5. Budget and resource management
6. Stakeholder Engagement (Internal and External)
7. People Management

JOB SPECIFICATION

Educational and /or Technical Competencies:

- A master's degree in business sciences/economics/ Investment Promotion or related qualification.
- Valid driver's license.

Experience:

- 10 years relevant senior management experience in related field;
- 5 years project management experience.

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

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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

- Experience in developing corporate strategies and plans.
- Ability to analyse, conceptualise and implement policy.
- Financial acumen, awareness, and knowledge.
- Sound leadership Management skills.
- Ability to work in cross-functional projects/teams.
- Excellent co-ordination and project management skills.
- Computer literate at an intermediate level.
- Good written and verbal communication skills.

Closing date: 28 February 2025 @ 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 jobs@tikzn.co.za.

TIKZN subscribes to the principles of employment equity in its recruitment processes. Women and 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)