

## INTERNAL/EXTERNAL VACANCY ADVERTISEMENT

<b>Business Unit:</b> Strategy and Operations		Date: 13 May 2022
<b>Job Title:</b>	Business Development Officer	
<b>Reporting to:</b>	Manager: Gauteng Office	
<b>Job Grade:</b>	C3	
<b>Duration:</b>	Permanent	

### Brief Outline of Duties:

To promote and facilitate business development in Gauteng, in order to ensure foreign and local investment in line with the strategic initiatives of TIKZN.

### KEY PERFORMANCE AREAS (Among others)

1. Investment promotion
2. Investment generation and lead development
3. Trade promotion
4. Stakeholder management
5. Destination marketing
6. Administrative assistance

### JOB SPECIFICATION

#### Educational and /or Technical Competencies:

- A National Diploma in Business Development /Economics / Finance or related equivalent qualification. A bachelor's degree in Business Development /Economics / Finance.
- Honours Degree would be advantageous
- Driver's licence

#### Experience:

- Minimum 2-3 years' experience in Project Management or Marketing environment.

#### KwaZulu-Natal Office

Trade & Investment House, 1 Arundel Close,  
Kingsmead Office Park, Durban, 4001,  
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#### Gauteng Office

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**DIRECTORS:** C M Cronjé (Chairperson), L C Z Cele (Deputy Chairperson), G W Bell, U Maharaj, E B Mkhize, S K Mpungose, D Naidoo, E M Nkosi, K S Shandu, N S T Matjie (CEO), Z M Msomi (CFO)



## **PROFESSIONAL COMPETENCIES**

- Knowledge of international trends in investment.
- Knowledge of international trade and investment dynamics.
- Technical understanding of incentives and grants.
- General understanding of the funding processes.
- Knowledge of legislation regulating businesses.
- 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.
- Investment and Trade promotion and associated land/sector issues.
- Understanding business and government protocol
- Business Development skills

**Closing date: 03 June 2022 @ 00h00.**

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 [hr1@tikzn.co.za](mailto:hr1@tikzn.co.za).

TIKZN subscribes to the principles of employment equity in its recruitment processes. People with disability are encouraged to apply for these positions. Prospective employees 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)**