

INTERNAL/EXTERNAL VACANCY ADVERTISEMENT

Business Unit: Investment Promotion		Date: 13 May 2022
Job Title:	Business Retention & Expansion 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:

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

KwaZulu-Natal Office

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Experience:

- Minimum 3 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.

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.

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.

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)

