

INTERNAL/EXTERNAL VACANCY ADVERTISEMENT

Business Unit: Knowledge Management		Date: 13 May 2022
Job Title:	Executive Manager: Knowledge Management	
Reporting to:	Chief Executive Officer	
Job Grade:	E1	
Duration:	5 years fixed-term contract	

Brief Outline of Duties:

Determines the strategic formulation and implementation of the knowledge management and data structure (electronic and physical) necessary to achieve the strategic business objectives of TIKZN. Responsible for the leadership, direction, and ongoing development of the knowledge management business unit in line with the business strategy.

KEY PERFORMANCE AREAS (Among others)

1. Responsible for the management of Research and Information:
 - a. Macro and Micro economic analysis and application in the Trade & Investment context
 - b. Global economic trends
 - c. Market intelligence
2. Sector intelligence development:
 - a. National and provincial sector policies and strategies
 - b. Technical support and advisory to Investment and Export units
 - c. Provide sector information to all units
3. Project and deal structuring for finance through packaging of Trade & Investment opportunities.
4. Formulate, implement, and manage Information Technology systems and policies in line with business strategy.
5. Management of corporate strategy.
6. Responsible for the management of budgets and resources.
7. Lead high level round table sector development discussions.
8. Management of key stakeholder (internal and external) relationships.

KwaZulu-Natal 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)



JOB SPECIFICATION

Educational and /or Technical Competencies:

- Post graduate degree in any of the following fields – Business Science, Economics, Development Studies. A Master's degree will be an added advantage.
- Advanced knowledge and experience in the formulation of IT policies and procedures.
- Excellent computer literacy skills.

Experience:

- 10 years of relevant senior management experience in related field.
- Good understanding of the Public Finance Management Act (PFMA).
- This position requires extensive local and international travel (valid driver's licence)

PROFESSIONAL COMPETENCIES

- Must have business understanding (global and local economy), commercial awareness experience in a public sector / government environment.
- Knowledge of international trade and investment dynamics.
- Ability to work under pressure and meet deadlines.
- Ability to manage a team of professionals, with strong leadership skills.
- Ability to communicate effectively and be of influence at all levels.
- Ability to think strategically.
- Good analytical / reasoning skills.
- Good negotiation skills.
- Operational and financial management skills.
- High level of confidentiality and integrity.

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 hr2@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)