

INTERNAL/EXTERNAL VACANCY ADVERTISEMENT

Business Unit: Export Development and Promotion		Date: 13 May 2022
Job Title:	Export Officer X2	
Reporting to:	Executive Manager: Export Development and Promotion	
Job Grade:	C3	
Duration:	Permanent	

Brief Outline of Duties:

To assist and advise current and potential export companies of export marketing events and opportunities, both domestic and international, in order to promote trade in KwaZulu Natal.

KEY PERFORMANCE AREAS (Among others)

1. Facilitation of KZN export events.
2. KZN Export Promotion leads.
3. Stakeholder engagement.
4. Report preparation.
5. Market intelligence.
6. Working on online trade promotion tools
7. Training and facilitation of capacity building of exporters.
8. Exporter consultation and enquiries.

JOB SPECIFICATION

Educational and /or Technical Competencies:

- National Diploma in Economics/Trade Facilitation.
- National Diploma in Project Management or Freight Science is advantageous.
- Valid driver's licence.

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)



Experience:

- 2-3 years' experience in trade and industry with relevant exposure to export value chain.

PROFESSIONAL COMPETENCIES

- Good understanding of International Trade Regulations.
- Good understanding of business support services available
- Good understanding of SMME development
- Relevant South African legislature
- Organisational and Planning Skills
- Flexible
- Reliable
- Good verbal and written communication skills.
- Computer Literate at an intermediate level

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)