



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPNG/20241015/2380
Advert Reference Number:	DTP002/10/24
Job Title:	Investment Promotion Officer
Job Level:	Paterson C2
Vacancy Type:	External
Salary:	R353,000 R494,200
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Investments
Number Of Posts:	1

Duties/Responsibilities:

Promoting DTP SEZ as a preferred investment destination and target strategic investments in line with the DTP SEZ strategic objectives. Further, package a suite of incentives and support measures for investors and coordinate with all relevant internal stakeholders. Working closely with all members of the team and provide support across the unit's action plans to achieve results for the threefold mandate of the division investment promotion, facilitation of investors and aftercare services.

Investment Promotion

Assist Investment Promotions Manager to attract and facilitate foreign & domestic investments.
Identify specific investment opportunities in the domain of Foreign Direct Investments FDI and Domestic Investments,
Compile material for developing and updating Investment Promotion Strategies and contribute to its implementation,
Provide input in the design and implementation of the investors targeting strategies.
Provide input in packaging investment projects and showcasing DTPCs investment opportunities.
Compile information and material to develop and update an investment promotion marketing material.
Coordinate investment promotion initiatives as per the action plan.
Plan, manage and participate in investment promotion activities
Display promotional materials, information, presentations etc. at points of promotion during various events.
Make arrangements for investment missions, local awareness seminars, and trade and investment exhibitions in order to market investment opportunities.
Act as desk officer during investment missions, local awareness seminars, investment exhibitions.
Preparation of all promotional material before any event takes place Provide support to existing and potential foreign investors throughout their investment cycle.
Provide support in investment promotion strategies work plan implementation and other activities to meet targets.
Prepare investment promotion presentations for various target audience.
Co-ordinate logistics and conduct site visits.
Prepare periodic and adhoc reports of the department's activities

Investment Promotion Administration

Provide general administrative support services to the investment promotion unit.
Arrange both internal and external Investment Promotion meetings.
Arrange Boardroom bookings for potential investor meetings.
Taking minutes during scheduled meetings and compile reports.
Coordinate diaries, travel arrangements

Stakeholder Management

Liaise with key public and private organizations in undertaking joint investment programmes.
Initiate & organize investment promotions stakeholder engagements. ie Business Chambers, government departments, financial institutions etc

Qualifications and Experience:

Diploma in Marketing / Business Development and Administration / Business Management
Two (2) years' experience in a marketing or business development role

Essential Knowledge, Skills and Competencies Required:

Code EB Driver's License
Computer Literacy (MS Office: Word, PowerPoint, Excel, Outlook)
Knowledge of risk management concepts, frameworks and methodology
Knowledge of investment packaging

Additional Information

Analysis and problem-solving, Judgement and decision making, Strategic thinking, Innovation and creativity, Organisational awareness, Analysis and problem solving, Judgement and decision making, Organisational commitment, Integrity, Drive and persistence, Stress tolerance, Organisational commitment, Proactive communication, Written communication, Oral communication, Interpersonal sensitivity, Teamwork Impact & credibility, Detail focus, Customer focus, Organising and prioritising, Initiative.

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on " Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 31 Oct 2024

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

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All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

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