



## VACANCY ADVERTISEMENT

### Vacancy Information Download

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| Reference Number:        | KZNP/20250120/2913                                     |
| Advert Reference Number: | DTP001/01/2025   |
| Job Title:               | Senior Manager Investment Promotion and Facilitation   |
| Job Level:               | Paterson Grade D4                                      |
| Vacancy Type:            | Internal & External                                    |
| Salary:                  | Min R1,020,400 to Max R1,530,600 Total Cost to Company |
| Department:              | DUBE TRADEPORT   |
| Component:               | HEAD OFFICE  |
| Employment Type:         | Permanent  |
| Center:                  | Investments Division                                   |
| Number Of Posts:         | 1  |

Duties/Responsibilities:

## 1. JOB PURPOSE

To promote DTPC's SEZ as an investment destination of choice by understanding investment promotion projects, conducting investment attraction and facilitation and providing investment establishment support. The role is responsible for the planning, organizing, directing and supervising execution of all DTPC investment promotion activities and investor facilitation services.

## 2. KEY PERFORMANCE AREAS

### a. Investment Targeting:

- Provide strategic direction, oversight, and drive to identify new investment opportunities.
- Identifying priority investment sectors and project areas, analysing and prioritisation of targeted countries and investors in priority sectors.
- Analysing South Africa's industrial development and competitiveness as well as the specific position of the Clustered Sectors targeted with a view to identifying and portraying priority sub-sectors for subsequent investment promotion.
- Compiling targeted project opportunities per sector and country.
- Planning and undertaking of targeted sector and/or company specific marketing interactions.
- Identifying potential relevant investors to be attracted to the DTPC.
- Approach relevant companies and assess applications from companies to establish in the zone.
- Develop business cases for attracting prospective investors.

### b. Investment Promotion:

- Developing investment strategies, programmes and propositions for investment promotion department.
- Managing the implementation of investment promotion strategies.
- Packaging and marketing DTPC as an ideal investment location to both local and foreign investors.
- Develop and put into action a targeted campaign for the investment opportunities and the preparation promotional materials, such as investment guides and sector brochures.
- Identify platforms for investment promotion.
- Identify opportunities from existing and prospective investors in respect of forward and backward linkages.
- Undertaking investment promotion projects through direct marketing efforts.
- Oversee and approve the preparation of promotion material.
- Reception of inward investment delegations and missions, organization of outward investment missions and other proactive promotional activities.
- Oversee and supervise the stakeholder lobbying processes.
- Manage collaborations with other investment agencies to attract new investments.

### c. Lead Generation Management:

- Interacting with and persuading high level management in leading national and international companies to invest in the zone.
- Establishing relationships with the relevant stakeholders in the Government and other promoting agencies and oversee project management to ensure achievement of targets
- Contacting investors and making individual and group presentations on investment opportunities within DTPC targeted sectors and subsectors;
- Coordinating and maintaining high-level contact with potential investors, national and regional private sector associations, government agencies and local and international financial institutions.
- Generating leads through representation and attendance of marketing events locally, nationally, and abroad (where necessary).
- Generating leads through industry interaction, global company databases, etc.

### d. Investment Facilitation:

- Developing and implementing the SEZ Investor application process, facilitate and ensure compliance thereto.
- Working with potential investors through their decision process to secure new investment / expansion into DTPC.
- Directing and supervising DTPC investor enquiries, response and service activities to ensure that appropriate information, assistance and support are being provided to investors on a timely basis.
- Organising and presiding over departmental meetings to discuss and assess status of investor leads and inquiries as well as investment facilitation activities.
- Monitoring assessment of projects and providing feedback to the Executive Committee and investors.
- Managing the investor journey through DTPC's internal process, making sure that all administrative and reporting requirements are met, including recording of progress.
- Liaising and negotiating with internal and external stakeholders/partners to secure the appropriate level of support for clients.
- Preparation of reports and memorandums for approval by various committees.
- Managing investment pipeline, ensuring effective tracking of investments.
- Develop an information management/tracking system for the effective monitoring of investment application process from first contact to conclusion of contract.

### e. Investment Support:

- Manage and direct the conduction of on-going investor support programme throughout the planning and project establishment phases, which include support in terms of linkages with various stakeholders.

### f. People Management:

- Providing leadership, directing, and supervising all assigned activities and personnel of the Investment Promotion and Facilitation department.
- Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements.
- Mentor and guide team to ensure deliverables within given timelines.
- Train, lead and motivate a team to deliver the DTPC expectations.

Qualifications and Experience:

**QUALIFICATIONS:**

- Honours or Post Graduate qualification in Commerce, Marketing, Business Management or equivalent qualification.
- Masters will be preferred and an added advantage.

**EXPERIENCE:**

- 10 to 15 years' relevant experience in the industry.
- 8 to 10 years' experience in leading and managing a team in a similar role.
- Proven experience in sourcing and attraction of potential business opportunities.

**Essential Knowledge, Skills and Competencies Required:****KNOWLEDGE AND SKILLS:**

- Code EB Driver's License.
- Able to travel extensively, both locally and abroad, when required.
- Excellent marketing and promotional skills.
- Experience in drafting proposals and memorandums.
- Versatile and able to multi task and meet deadlines.
- Computer Literacy (MS Outlook, Office: Word, PowerPoint, Excel)
- Stakeholder management skills.

**BEHAVIOURAL COMPETENCIES:**

Analysis and problem solving, Judgement and decision making, Strategic thinking, Innovation and creativity, Organisational awareness, Industry awareness, Organisational commitment, Integrity, Drive and persistence, Stress tolerance, Effective delegation, Managing conflict, Directing others, Communicating a vision, Facilitating teamwork, Coaching and developing others, Proactive communication, Written and oral communication, Influencing others, Negotiation and networking, Developing relationships, Planning, Organising and prioritising, Decisiveness, Initiative and Results focused.

**Additional Information****EMPLOYMENT EQUITY:**

Preference will be given to Black candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

**REMUNERATION AND BENEFITS:**

- Minimum of R1,020,400 to Maximum of R1,530,600 Total Cost to Company.
- Cellphone allowance of R1,877 per month.
- Non-guaranteed performance bonus.
- 25 Working days leave per annum.

**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](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

Closing Date : 31 Jan 2025

**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.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

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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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.