



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNP/20230906/965
Advert Reference Number:	RBIDZ 21
Job Title:	Investment Promotions Officer
Job Level:	Officer
Vacancy Type:	Internal & External
Salary:	Negotiable
Department:	RICHARDS BAY INDUSTRIAL DEVELOPMENT ZONE
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Richards Bay
Number Of Posts:	2

Duties/Responsibilities:

Investment promotion; Assist Investment Promotions Manager to attract and facilitate foreign & domestic investments; Screen all investment leads and continually update generated leads pipeline; Follow up on investment enquiries, screen and when possible, convert into lead together with the responsible Manager for support. Assist with the conversion of investment leads to investment projects. Actively participate in the investment promotion events, B2B meetings, exhibitions, conference, and Inward Missions; Assist with the preparation of promotional material before any event takes place. Investment facilitation; Facilitate investments throughout the RBIDZ facilitation process. Facilitate linkages with the dtic institutions and other DFI's including access to SEZ incentives. Arrange meetings between Investor/s and Financiers. Continuous project follow-up toward the commencement of building plans by architects. Set up meetings in response to Environmental Review Committee meetings and Investment Evaluation Committee. Assist the manager in performing screening and due diligence for all new projects. Prepare submissions for Infrastructure and Investment Committee and the board. Arrange Investor site visits. Project Management; Compile facilitation plans for investors. Assist in managing the projects and track the progress. Compile and regularly update a risk register for operational investors. Expedite the mitigation activities of the stipulated risks. Compile draft submissions for internal committees in support of investor applications. Assist in putting together applications for funding to the dtic for. Upload and maintain all investor related documents on the CRM. Assisting with the facilitation of investor projects from designs and building plans/costs/approvals to the commencement of construction and thereafter. Customer relationship and stakeholder relations; Prepare presentations for business delegations (draft invitation letters, develop programmes, co-ordinate logistics, arrange on-site visits); Initiate & organize investment promotions stakeholder engagements. ie Business Chambers, economic cluster departments and communities.

Qualifications and Experience:

National Diploma in Marketing, Business/Office Administration, Project management and Business Management related; Degree in Marketing, Economics/BCom, Project management or Business Development Studies (Recommended); Postgraduate Qualification in Marketing, Economics/BCom, Project management or Business Development (advantageous); Must be proficient in Microsoft office suite and Dashboard Software; 2 years operational experience in Marketing, Customer Relations, Project Management and Business/Office Administration and investment Promotions and Facilitation course(Recommended; Valid Code B Drivers License.

Essential Knowledge, Skills and Competencies Required:

Knowledge: Extensive knowledge and understanding of the SEZ legislation; Knowledge of the Investor Selection Policy; Knowledge of dti mandate; Knowledge IPAP, Industrial Policy Framework, FDI; Skills/ Competencies: Change management skills; Decision-making skills; Interpersonal skills; Communication skills; Analytical Skills; Numerical Skills; Customer Service Excellence/Orientation; Building Relationships; Value Diversity

Additional Information

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 : 22 Sep 2023

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).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

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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.