

KNYSNA MUNICIPALITY



Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:

**PROJECT COORDINATOR: TRADE & INVESTMENT PROMOTION
ECONOMIC DEVELOPMENT SECTION
DIRECTORATE PLANNING & DEVELOPMENT**

TASK GRADE 11

**R253 080 to R328 392 (Basic Salary)
R386 301 to R483 573 (Total Cost to Council Package)
Applicable Municipal benefits apply**

MINIMUM QUALIFICATION AND REQUIREMENTS

B Degree qualification in Business Development/ Economic Development or Development Studies or related field
2 – 5 years' relevant work experience in a local economic development or business/development management environment

Computer literacy, specifically in MS Word, MS Excel, and MS PowerPoint as well as online research

Effective communication skills (oral and written)

Proficiency in at least two of the Western Cape languages

Valid Code B Driver License

Good managerial skills

Thorough understanding of the economic environment within the area

Good Research abilities (qualitative and quantitative)

Project Management skills

Proven experience in Local Economic Development, especially in the context of Local Government

Good report writing skills and presentation skills

Management skills, good working knowledge of economic development policies, regulations and procedures

KEY PERFORMANCE AREAS:

- Coordination and management of all projects related to the trade and investment promotion
- Implement sector development strategies and action plans in line with economic development strategy and departmental work plan
- Assist to identify, conceptualize, co-ordinate, facilitate, develop and implement new initiatives related to trade and investment promotion
- Responsible for reports according to the economic development project plan
- Project Management with regard to project timeframes, assessment of project deliverables, project feedback, budget and project reporting
- Be responsible for the Trade & Investment promotion function in relation to SMME development, informal economy development and departmental projects related to creation of an enabling environment for economic development
- Assist with Public Participation relating to all projects in the department including preparation and facilitation of presentations for public meetings and workshops
- Management of personnel working in the unit
- General Project and Administrative duties

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint a Coloured or Indian female or African or Indian Male, if a suitable candidate in that category can be identified.

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the Municipal website: www.knysna.gov.za. Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: vacancies@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.

CLOSING DATE: 8 MAY 2019

Dr SW VATALA

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.