

KNYSNA MUNICIPALITY



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

MANAGER: ECONOMIC DEVELOPMENT DIRECTORATE- PLANNING & DEVELOPMENT

Task Level 16

R459 288 to R596 088(Basic Salary)

R650 446 to R827 136 (Total cost to Council Package)

Applicable Municipal benefits will apply

As ED Manager, you will be facilitating and implementing Economic Development (ED) in co-operation with the province, private sector and the community in line with the objectives of Council's IDP, in order to fulfil the Constitutional Mandate for Local Economic Development in Knysna Municipality. This will include, conducting research, giving guidance on small business support programmes, and investment promotion directed at local and international investors, local tourism, place marketing, as well as the mobilising of development funding for ED.

KEY PERFORMANCE AREAS:

- Formulating and implementing an Economic Strategy and Local Economic Development Plan for Knysna Municipality
- Analysing practices, intervention processes and capacity against requirements and, submitting reports supporting specific provisions associated with Economic Development deliverables
- Conducting research into opportunities and formulating plans and strategies for consideration and adoption at Executive level
- Analysing quantitative and qualitative information to determine trends and, aligning strategies to stimulate the development of the economy
- Cultivating and maintaining relationships with key stakeholders, media and National, Provincial and Local Government bodies to facilitate an enabling environment for economic development
- Preparing proposals, detailing the strategic focus of the Municipality with respect to the constitutional mandate for local economic development in Knysna Municipality
- Participating in various meetings (Council, internal and external forums, etc.) and providing comments/opinions on matters affecting or concerning the function
- Identifying/adapting/developing appropriate tools/programmes for micro and SMME business skills, especially amongst women and youth
- Managing and co-ordinating the implementation of approved projects and programmes evaluating intervention phases against milestones and providing recommendations
- Providing technical support to beneficiaries and potential beneficiaries of the LED programmes and ensuring compliance with the generally accepted project management principles and procedures
- Formulating and implementing departmental budget
- Departmental Human Resource Management
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MINIMUM QUALIFICATIONS & EXPERIENCE

Relevant post-graduate qualification in Social /Economic Science or Development Studies

At least five years' related experience in a Local Economic Development field in Local Government, of which 2 years must be in a supervisory or management position

Project management and planning skills and effective understanding of ED and LED

Compliance with Minimum Municipal Competencies will be an added advantage (***If a newly appointed person is not in possession of this Competency, the successful candidate must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 3 February 2017, as promulgated in Government Gazette No. 40593.***)

Advanced computer literacy in MS Office applications

Valid Code B driver's licence

Effective communication skills in at least two of the three Western Cape official languages

Must be methodical and have attention to detail

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

INSTRUCTION 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: 10 SEPTEMBER 2018

J DOUGLAS

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.