



“To cultivate an environment within which the City of Tshwane can grow its human capital and the economy through the facilitation, implementation and management of developments with a specific focus on Economic Development and associated activities within Tshwane”

**TSHWANE ECONOMIC DEVELOPMENT AGENCY
(TEDA)**

EXECUTIVE MANAGER: STRATEGY & PERFORMANCE MONITORING (5-year fixed-term contract) • All-inclusive salary package (Ref. TEDA055/2018)

Competencies and qualifications: • Master's degree in Business Administration (MBA) or Public Management with focus on Strategic Management • 6-7 years' experience in Strategy Management and 6-7 years' experience of working at a Senior Management level • The incumbent should have knowledge of developing and implementing business, operational and management system • Exceptional skills in business awareness, strategic and entrepreneurial thinking, risk management, compliance management, monitoring and evaluation, communication, results and quality focus, knowledge sharing, analytical thinking, judgement and decision-making, information extraction and application, conceptual thinking • Valid driver's licence.

Key responsibilities: The incumbent will report to the Chief Executive Officer and will be charged with the responsibility to: • Provide strategic direction and leadership to the Executive Management team of the organisation and serve as principal interface between the Shareholder and TEDA Business Units for the deliberation and resolution of strategic matters • Develop and monitor TEDA's 5-year Strategic Plan and annual Business Plans • Gather data and information on the industry and undertake research and development to assist the CEO • Consolidate and analyse reports of Executive Management • Monitor and evaluate the performance of the organisation • Advise the CEO on a daily basis with regard to functional activities.

MANAGER: BUDGET, MANAGEMENT ACCOUNTING & REPORTING All-inclusive salary package (Ref. TEDA056/2018)

Competencies and qualifications: • Bachelor's degree in Accounting or Management Accounting • 3-5 years' experience in Accounting or Management Accounting and 1-2 years' experience of working at a management level • Knowledge of management accounting, financial accounting practices, and Value Added Tax (VAT) and taxation, GRAP and MFMA, financial reporting, audit processes, Caseware, Sage Pastel and SAP • Exceptional skills in business awareness, stakeholder focus, good planning and organising, risk management, compliance management, monitoring and evaluation, communication, results and quality focus, knowledge sharing, analytical thinking, judgement and decision-making, information extraction and application, conceptual thinking • Valid driver's licence.

Key responsibilities: The incumbent will report to the Senior Manager: Financial Management and will be charged with the responsibility to: • Provide financial information to TEDA Business Units by researching and analysing accounting data, preparing reports and ensuring strict adherence to financial management processes and policies • Manage the financial function and systems • Budget development, monitoring and reporting • Cash and bank account management • Monthly VAT reconciliations and returns including general ledger reconciliations • Monthly management accounts reports and financial statements • Liaise with auditors • Manage and develop staff in the business unit.

EVENTS COORDINATOR

All-inclusive salary package (Ref. TEDA057/2018)

Competencies and qualifications: • Minimum Matric qualification • Tertiary qualification in Marketing and Public Relations Management would be ideal • 5 years' experience in events management/project management with 3 years' experience as an Events Coordinator • Knowledge of event planning and management, administration and Microsoft Office • Ability to organise and coordinate • Excellent communication, commercial focus, project literacy and innovation • Entrepreneurial thinking • Good interpersonal skills • Valid driver's licence.

Key responsibilities: The incumbent will report to the Manager: Marketing and Customer Liaison and will be charged with the responsibility to: • Identify important events for TEDA and compile the Events Calendar in consultation with manager • Ensure that the allocation of funds for various events and budget transfers between programmes are conducted in accordance with specified procedures • Identify the relevant role-players in accordance with business requirements and dependencies • Compile the event material specifications in accordance with the objectives and requests and procuring the material from the relevant source/provider • Facilitate branding at events • Work irregular hours and travel • Provide administrative support to the Investment Promotion and Funding Unit.

Closing date: 9 February 2018 at 12:00.

Applications can be submitted to teda.jobs@tshwane.gov.za (please quote the reference number on your application).

TEDA subscribes to the principles of employment equity in its recruitment processes.

Prospective employees will be subjected to security vetting.

NB: Applicants who have not received any correspondence from us within 6 weeks of the closing date can consider their applications unsuccessful.