



"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"

EXECUTIVE MANAGER: PROJECTS PORTFOLIO MANAGEMENT

(Five- year Fixed Term Contract) (R 1 612 477.00
All-inclusive salary Package)

(Ref: TEDA 076/2020)

Competencies and Qualifications

Bachelor's Degree in technical qualification (Construction/Project management, Town and Regional Planning, Engineering or other Built Environment) coupled with an MBA/ MBL. Minimum 10 years' experience in project planning, organizing and control appraisal of industrial and commercial infrastructure; with 5 years in a senior management level. The incumbent should have knowledge of developing and implementing project finance, financial modelling, cost accounting, feasibility studies, economics, spatial planning, town planning, construction contracts, concession agreements, and project and programme management methodologies.

Exceptional skills in business awareness, strategic & entrepreneurial thinking, risk management, compliance management, monitoring and evaluation, communication skills, results and quality focus, knowledge sharing, analytical thinking, judgement and decision-making, conceptual thinking, information extraction and application. The incumbent must be registered as a PrCPM in terms of the Project and Construction Management Professions Act 48 of 2000 or a Pr Pln in terms of the Planning Professions Act 36 of 2002. A certificate of municipal minimum competency levels (MFMA) or to be completed within 18 months of assumption of duty. Computer Literacy. Valid Driver's license.

Key responsibilities

The incumbent will report to the Chief Executive Officer as critical member of the Executive Management, charged with the responsibility of development facilitation on behalf of the City of Tshwane with the aim to derive maximum value for the of the catalytic public investment. The incumbent's functions will include but not limited to the provision of leadership and direction regarding the feasibility and viability of project proposals and of project budgets. Oversee and monitor the choice of and management of projects ensuring effective and efficient project management practices, methodologies and project implementation. Responsible for Operational and Financial Performance of the Projects Portfolio Management Unit. Ensure proper management, monitoring, evaluation and optimization of the Business Unit. Identify and meet with potential funders and sell the project and its envisaged benefits as well as TEDA's value-add in managing the projects. Provide strategic advice to the CEO and Board in the identification, design, facilitation and development of projects with strategic economic and social benefits for the greater Tshwane community

EXECUTIVE MANAGER: TRADE AND INVESTMENT PROMOTION

(Five- year Fixed Term Contract) (R 1 612 477.00
All-inclusive salary Package)

(Ref: TEDA 077/2020)

Competencies and Qualifications

Bachelor's Degree in Economics, Public Administration or Development Planning coupled with a Master's degree in International Trade or International Relations. Minimum 10 years' experience in project planning, organizing and control appraisal of industrial and commercial infrastructure; with 5 years in a senior management level. The incumbent should have knowledge of how to increase investment into the City of Tshwane through the attraction, facilitation, retention and expansion of local and foreign investment.

Exceptional skills in business awareness, strategic & entrepreneurial thinking, risk management, compliance management, monitoring and evaluation, communication skills, results and quality focus, knowledge sharing, analytical thinking, judgement and decision-making, conceptual thinking, information extraction and application. A certificate of municipal minimum competency levels (MFMA) or to be completed within 18 months of assumption of duty. Computer Literacy. Valid Driver's license.

Key responsibilities

The incumbent will report to the Chief Executive Officer as critical member of the Executive Management, charged with the responsibility for the promotion of the exports of goods and services manufactured and produced within the City of Tshwane as well as to support the development of existing and potential exporters based within the City. The incumbent's functions will include but not limited to the provision of leadership and direction in the acquiring trade and investment intelligence through various instruments. The incumbent will have to attract new investments through promoting Tshwane internationally and domestically as a favorable investment destination. Development and implementation of Investment Aftercare Programme for investors. Manages and participates in Industry Events, Networking, Information Dissemination and Collaboration with Strategic Alliances. Leads and participates in international & local exhibitions, trade fairs, outward and inward missions continuously to promote Tshwane exports and attract investment into Tshwane. Responsible for Operational and Financial performance of the Trade and Investment Promotion Unit. Ensure proper management, monitoring, evaluation and optimization of the Business Unit.

CLOSING DATE: 31 DECEMBER 2020

Applications can be submitted to teda.jobs@tshwane.gov.za. TEDA subscribes to the principles of employment equity in its recruitment processes. Prospective employees will be subjected to competency assessments and security vetting. **NB:** Applicants who have not received any correspondence from us within six weeks of the closing date can consider their applications unsuccessful.

(PLEASE QUOTE THE Ref. No. ON YOUR APPLICATION)

