

# BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

**POSITION: Manager: Office of the CEO**

**Ref: REC/12/16**

**Minimum Requirements:** • BTech/ B degree in Business Management or equivalent • 6 years' experience within a similar environment of which 3 years at managerial position.

**Required Competencies:** • Strategic thinking and leadership ability skills • Ability to represent the CEO and to operate on this level of functioning • Ability to function effectively within a dynamic social, political and corporate environment • Ability to negotiate on all levels of government and the corporate environment • Negotiating Skills • Conflict Management Skills • Excellent interpersonal skills • Project Management skills • Change Management Skills • Ability to formulate policy and drive this within the organisation • Extensive knowledge surrounding pertinent legislation i.e. PMFA, Risk Management, Performance Management, Labour Relations, SEZ, and IDZ related legislation • Excellent Business Writing Skills • Presentation Skills • A thorough understanding of government parastatal environment will be advantageous.

**Specific Functional Responsibilities:** • **Strategic Support;** • Oversees Business strategy development and implementation • Annual review of ELIDZ 5 year business strategy • Development of Audit Action Plan relating to the entire organisation • Regular audit reporting • Weekly Executive Management operational reporting • Organizational performance measurement and monitoring • Advocacy for changes to legislation and policy • Orchestrate internal audit prior to external audit • Evaluation of business strategy success and operational functioning of the organisation • Determination of strategy/ remedial action to address performance/ remedial issues • Represents CEO in forums/ meetings and the like • Management of enterprise risks • Ensures effective operation/ administration of unit • Regular reporting to National Treasury re-organizational performance • AG office reporting as per compliance-pre-determined objectives • **Risk Management;** • Assumes role and function of chief risk officer • Chairs Organizational Risk Management meetings • Review risk register and implementation reports • **Project Portfolios;** • Strategically aligned and approved projects with related budget • Ensures regular and comprehensive project reporting-facilitating oversight • Redistribution of project funding based on need • Project Costing Models • Expenditure Management • **Special Projects;** • Implementation / oversight and project management of special projects assigned by DEDEAT • Strategy and implementation plan developed • **Compliance and Governance;** • Strict management and compliance of all matters involving governance and compliance re-operation • Risk management interventions • Management of fraud prevention programme.

Applications must be submitted by e-mail to: [recruitment@elidz.co.za](mailto:recruitment@elidz.co.za).

The closing date is **13 June 2016** If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill these positions. **Preference will be given to African Females as per our EE Plan.**

Tel: 043 702 8200 / [www.elidz.co.za](http://www.elidz.co.za)

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**east london idz**  
business streamlined