

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: Business Analyst

Ref: REC/01/17

Minimum Requirements: • Bachelor's Degree in Commerce/ Financial Management/ Economics/ Accounting • 3 years' experience in dealing with the structuring of investments and due diligence experience • Project Management experience, HR experience specifically regarding Expats and customs • 2 years' experience in investment promotions / economic development fields.

Required Competencies: • Code EB Drivers License • Computer Literacy • Financial investment analysis skills • Analytical skills • Problem solving skills • Report Writing Skills • Effective communication skills • Knowledge of investor considerations and compliance issues • Extensive knowledge of local and national incentives and ELIDZ services available to investors, including National Local Content Policies • Knowledge and understanding of internal business processes and the CRM system • Project Management Skills • Knowledge of financial management and controls • Advanced marketing and customer relations skills • Stakeholder Management Skills • Advanced investment knowledge and skills • Knowledge of import / export practices • Experience in customer service • Understanding of RSA's immigration processes and realizations • Understanding of ELIDZ SHE Management System and Occupational Health and Safety Act • Extensive knowledge of ELIDZ policy and procedures and zone rules.

Specific Functional Responsibilities: • **Compilation of investment board paper:** • **Analysis of Investment Business Plan for Board approval detailing;** • Due Diligence • Deal Structure • Business proposal from investor • Financial Forecasting • Board Paper with accurate and compelling content • **Investment Analysis;** • Determination of investor and proposal suitability • Pipeline Analysis and reporting • Conduct Due Diligence exercise to establish the legitimacy and suitability of investors • Incentive package analysis, including CCA, as part of investment proposal • Overall Suitability and rating • **Investment Facilitation;** • Compile ELIDZ information pack • Arrange and take investor site tours • Investor documentation provision • Investor Progress Reports • Compilation and provision of investment incentive packages and applicable controls / issues • Provision of Expat advice and support in a broad range of areas.

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is **12 June 2017**. 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 this position. **Preference will be given to African Males and African Females as per our ELIDZ EE Plan.**

Tel: 043 702 8200 | www.elidz.co.za

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east london idz
business streamlined