

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: Project Coordinator- Zone Development

Ref: REC/08/18

Minimum Requirements: • Civil Engineering Degree • 5 years' experience within consulting/ property development environment or • Civil Engineering Diploma with 10 years' experience within consulting/ property development environment • Auto CAD • Project Management Certificate • Computer Literacy • Code EB Drivers Licence.

Required Competencies: • Project Management Skills • Knowledge of legal and regulatory framework affecting contracts • Problem-solving skills • Effective planning and coordination skills • Effective communication • Basic financial management skills • Strong administration skills • Effective business writing skills • Meeting facilitation skills • Understanding of the ELIDZ SHE Management Systems.

Required Competencies: • **Establishing Investors needs** • Analysis of investors' Technical Questionnaires • Sourcing information/assisting to establish cost of potential projects • Determination of available funding • Determination of available and suitable land • Investigate research into provision of specific need • Regular meetings with stakeholders • **Project Planning** • Assistance provision to the manger in preparing a business case • Determination of terms of reference and advertisement • Evaluation of proposal received for suitability • Organising briefing sessions with services providers/contractors • Prepare SLA's for signature Concept document and technical design inputs • **Procurement** • Database evaluation • Procurement guidance and support • Coordination and provision of required documentation • Correct tender specification and documentation • Inputs on tender evaluation • **Project Coordination** • Regular contractor compliance reporting • Arrange and attends site meetings • Arrange on-site inspection meetings and details remedial action • Dispute resolution • Operations manuals and keys secured and provided to tenants • final "as build" drawings submitted to Zone Operations • Update or reconcile final accounts • Weekly progress reporting • Monthly expenditure reporting and monthly management meetings.

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

The closing date is 10 May 2018. 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 and Coloured Males as per our EE Plan.**



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east london idz
business streamlined