

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: Investment Services Facilitator / Ref: REC/09/19

Minimum Requirements: • Bachelor's Degree in Administration / Marketing / Business Administration • Project Management Skills, Human Resources experience specifically regarding Expats and customs • 3 years experience in investment promotions / economic development • Code EB Drivers License • Computer Literacy • Knowledge and understanding of governments and intergovernmental relations.

Required Competencies: • Knowledge and understanding of internal business processes and the CRM system • Knowledge and understanding of local and foreign direct investor requirements • Knowledge of project implementation / Management services and requirements • Knowledge of customs, tariffs and duties payable between countries • Knowledge and understanding of governments and intergovernmental relations • Knowledge of municipal laws / by-laws affecting industry, permits, authorizations etc • Understanding of intergovernmental agreements • Knowledge of the import / export regulatory environment and of import / export processes • Knowledge of industry tariffs, concessions, trade agreements and their implications • Understanding of RSA's immigration processes and realisations.

Specific Functional Responsibilities: • **Investment Facilitation Services** • Compiled information pack for visiting investors • Investor site tours • Investor documentation provision • Information provision for capture on CRM • Inquiry handling • Site visit management • Contact brokerage with Government • **Investment Monitoring** • Investor progress report • Updated CRM • Investor follow ups • Updated Investor Progress Reports • **Attraction and Aftercare** • Investor forms submitted to potential investors • Completed investor forms timeously submitted • Lease offer submitted to investor / SMME • Developed Aftercare Investor Programme • Monthly meetings with investors • **Expat Services** • Provision of Expat advice and support in a broad range of areas i.e. from obtaining work permits to booking children into school • **Business Unit Support Services** • Co-ordination of project updates for the project steering committee • Provide Secretarial services to the project steering committee • Management of Monthly & Quarterly Reports compilation • Follow up and co-ordination of updates on both EXMA and Board resolutions.

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

The closing date is **17 July 2019**. 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 White Females as per our EE Plan.**

Tel: 043 702 8200

www.elidz.co.za

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east london idz
business streamlined