

BE PART OF THIS TEAM

The East London Industrial Development Zone SOC Ltd is a State Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

POSITION: BUSINESS DEVELOPMENT FACILITATOR | Ref: REC/03/23

Minimum Requirements: • A 3-year qualification in Business Administration / Economics / Marketing / Sales Management / Business Management • 3 - 5 years working experience in a business development role in the public, private and the donor resource sector.

Required Competencies: • Computer Literacy (MS Office: PowerPoint, Word, and Excel) • Knowledge of procurement legislation, policy and procedures • Knowledge of Public Finance Management Act • Knowledge and understanding of public, private and the donor resource sector • Understanding how to develop and nurture stakeholder relationship strategies • Ability to identify and support the initiation and implementation of effective business development strategies • Ability to interact and operate with politicians, senior government officials, customers, suppliers, technology partners and contractors and senior management within the organization.

Specific Functional Responsibilities: • **Business Development** • Development and implementation of effective business development strategies • Identify new market opportunities • Develop packaged services across the Science and Technology Park (STP) value chain e.g. incubation, prototype development, lab facilities, design centre • Prepare Tenders Bids and Proposals for service offering • Perform Cold calling to promote and sell STP products and services • **Identify and Lobby Funding Opportunities** • Develop business intelligence capability pertaining to potential funders, their areas of funding, funding cycles and relevant processes • Draft Funding proposals (writing project and budget plan proposals) and submit them to access funds • Establish and maintain strong relations with a portfolio of donors as a foundation for resource mobilization efforts • Assist innovators, tenants and companies being incubated within the STP in accessing funding opportunities, drafting and submitting proposals • Draft, develop and manage a fund generation and resource mobilization Workplan and constantly follow-up • Coordinate processing of agreements in connection with funding opportunities and ensure effective and timely follow-up in terms of submission of reports to the donors and grant renewal proposals • **Reporting** • Develop compliant performance management and tracking capability that would enable the STP to monitor the progress and impact of effective and efficient interventions • Compile report to funders and / or technical resources • **Stakeholder Engagement** • Build relationships and networks to promote the value proposition of STP and ELIDZ • Provide support to existing clients for new business opportunities • Work closely as a team in developing competitive solutions to client needs • **Administration** • Compile relevant information and present to potential funders • Attend client / funders meetings to gain an understanding of the scope of work and other project specifics required to formulate the proposal • Comply with internal policy / documentation requirements as they apply to submissions • Generate relevant quotes when required • Perform any other general administration.

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

The closing date is 30 June 2023. 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. **The ELIDZ is committed to giving preference to suitably qualified persons with disabilities and to African Males as per our EE Plan.**

The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.

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