

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: MANAGER: AUTOMOTIVE AND ADVANCED MANUFACTURING SECTOR | Ref: REC/02/24

Minimum Requirements: • A 3-year Tertiary Qualification in Marketing / Business Administration / Economics / Finance / Accounting / Industrial /Mechanical Engineering • 5 years of industrial development and/or investment promotion experience within the Advanced manufacturing automotive industries.

Required Competencies: • Computer Literacy (MS Office: PowerPoint, Word, and Excel) • Knowledge of Supply Chain Management policies and procedures • Knowledge of Public Financial management act • Knowledge of financial management and controls • Specific technical / industry specific knowledge of Automotive and Advanced Manufacturing • Knowledge of both Automotive & advanced manufacturing value chain and procurement scope and production processes • Knowledge of policies & regulations that affect the sectors on a Global & National Level • Knowledge of import / export practices • Extensive knowledge of ELIDZ policy and procedures and zone rules • Knowledge of Sector Policy Regulations • Understanding of ELIDZ Safety, Health and Environmental Management System and Occupational Health and Safety Act • Knowledge of multiple stakeholder engagement • Knowledge of National Local Content Policy, Incentive Programmes such as Small and Medium Enterprise Development Programme (SMEDP), Critical Infrastructure Programme (CIP) and the like • Knowledge of Automotive & Advanced Manufacturing sector value chain & procurement processes • Knowledge of policies & regulations that affect the sectors on a Global & National Level • Knowledge of import / export practices.

Specific Functional Responsibilities: • **Attraction of Investors** • Development of Sector Strategies (aligned to ELIDZ Strategic objectives) • Sector Strategy Implementation Plans • Close liaison with Marketing and Communications to support the development of marketing material • Presentations to potential investors and site tours of ELIDZ to attract investor • Close cooperation with sector managers throughout and with Eastern Cape Development Corporation (ECDC), Department of Trade and Industry (DTI) etc. • Develops and makes presentations to prospective industry investors • Advises prospective investors on investment opportunities and incentive packages • Distribution of documents expressing investor interest and specifications for internal assessment • Submission of documentation to enable investment approval • The facilitation and or development of correspondence from the ELIDZ such Letters of acceptance / non-acceptance • Business Plan development and analysis • Collation of information for Environmental Impact Assessment (EIA) / licensing requirements to be determined • Investment project concept development up to pre-feasibility • Raise the sector profile • **Contract & Project Management** • All relevant legal documents / contracts vetted for correctness /compliance by Legal and Compliance section • Attendance of project planning and operational meetings • Update project status reports (PSR) • **Investor Support** • Meets regularly with investors to facilitate good relations / open communication in line with frequency agreed to with COO • Refers investors / tenants to investor support services in order to resolve issues / handle queries • Assists investors / tenants with future investment initiatives • Advises investor on new legislations • Provides a mentorship role to investors • Acts as the liaison between the ELIDZ and the investors on investment related matters • **Reporting & Administration** • Weekly EXMA Reports • Makes input to Board packs / reports (potential and actual investors / tenants) • Ad hoc reporting (Provincial Government) • Make input to Reports to the Board, Treasury, Province and the similar institutions • Project Steering Committee reports • **Procurement** • Procurement terms of reference • Service provider quotations • Formal Procurement as per policy and procedure • Service Provider assessment reports • Represent ELIDZ in relevant industries.performance for collation by CEO's office.

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

The closing date is 09 February 2024. 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 Females 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.

Tel: 043 702 8200

www.elidz.co.za

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