

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: CHIEF OPERATIONS OFFICER | Ref: REC/10/24

Minimum Requirements: • Degree in Engineering / Business Administration / Business Management • Master's Degree in Business Administration/ Business Management/Economics • 5 years' experience in international business, investment promotion, project management, and property management at a senior management level • A track record of 8 years' experience in project management methodologies relating to infrastructure projects.

Required Competencies: • Computer Literacy (MS Office: PowerPoint, Word, and Excel) • Knowledge of all legislation pertaining to ELIDZ • Knowledge and experience in financial planning and forecasting • Knowledge and understanding of Public Financial Management Act • Knowledge of corporate governance principals • Knowledge of enterprise risk management concepts, frameworks, and methodology • Knowledge of legislative compliance • Knowledge of industrial manufacturing infrastructure requirements • Knowledge of business finance and funding • Knowledge of property development planning and implementation • Knowledge of investor aftercare services • Knowledge of Foreign and Domestic Direct investment issues and trends • Knowledge of property sales • Knowledge policy development and advocacy • Extensive knowledge of the ELIDZ Safety, Health and Environmental (SHE) Management System • Extensive knowledge of DTI and DEDEAT policies and procedures • Extensive knowledge of incentives provided by government and ELIDZ in order to attract and retain foreign investment.

Specific Functional Responsibilities: • **Strategic Leadership** • Develop Business Unit Strategy • Contribute to the Organizational Corporate Strategy formulation and implementation • Forward Planning of strategic initiatives within business units • Develop and review strategic plans, policies and procedures • Risk Management (mitigation and compliance) • EXMA participating and operational reporting • Performance measurement and assessment • Board submissions and presentations • Contribution to the procurement committee decisions • Track the application of SHE Management System • **Business Development and Investor Support services** • Manage and oversee Investor Attraction (Promotion) Strategy • Oversight of sector needs and associated sector plans • Oversight Investment marketing, inbound and outbound missions • Oversight of ELIDZ agent appointments and management • Oversee Sector Value Chains analysis • **Infrastructure Development** • Oversee the development infrastructure master plan development and updates • Oversee the zone infrastructure development • Oversee the effective management of Infrastructure Asset Master Plan • Oversee the establishment of the Building Design Review Committee • Oversee and advise most appropriate model for infrastructure delivery i.e. PPP, self-development, property developers etc. • Oversee Contract Management for infrastructure projects • Present project updates to Project governance committee • **Property Management** • Oversee the employ of best property management and transition practices • Oversee the maximisation returns for the organization on property transactions • Oversee the acquisition of property as per required needs • Oversee the property valuation process • Oversee lease agreements, rates, and pricing • **Facilities Management and Maintenance** • Oversee the maintenance and management of facilities to world-class standards • Oversee the development and implementation of maintenance plans • Oversee the Management of the availability and accessibility of Zone utilities • Oversee critical emergency maintenance • Oversee tariff and services management • **Science and Technology Park** • Oversee operations of the ELIDZ Science and Technology Park. Oversee technical research and innovation projects • Organisational and Targeted Research • Oversee technology and Business Incubation • Oversee Innovation Ecology to drive regional industrial development • Oversee Skills development for targeted sectors • **Stakeholder Management** • Regular stakeholder meetings (with all stakeholders) • Oversee the collaboration with ECDC, DTI, IDC, Consul General, Embassy's, tenants etc. • Unit meetings (weekly) • Weekly EXMA reporting • Member of committees such as: Operations and Risk, Procurement, Finance and Tender Committee, SEED Committee Economic Development Cluster etc. • Oversee effective relationship management and investor support services • **Administrative Responsibilities** • Oversee the development, approval and review of policies • Oversee compliance adherence to governance prescripts of the organisation • **Monitoring, Evaluation and Reporting** • Regular reporting (compliance and organisational) • Performance monitoring and assessment as per integrated Performance Management System • **Budget Monitoring and Control** • Development and implementation of annual budget for unit • Monthly and quarterly operational and capital budget assessment and reporting.

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

The closing date is 07 October 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 East London Industrial Development Zone is an equal opportunity employer, and the filling of positions will be in accordance with affirmative action measures as per the ELIDZ Employment Equity Plan and supporting framework.**

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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