



"To cultivate an environment within which the City of Tshwane can grow its human capital and the economy through the facilitation, implementation and management of developments with a specific focus on Economic Development and associated activities within Tshwane"

TSHWANE ECONOMIC DEVELOPMENT AGENCY (TEDA)

Specialist – Export Development and Promotion (Six Months Contract)

Competencies and Qualifications: Undergraduate qualification in economics and development studies, International Relations or related field, three (3) years' experience in an economic development environment. Understanding of an economic development and trade environment or related field and stakeholder management. Understanding of export development and promotion activities, understanding of trade statistics. Ability to generate reports and to make presentations to multitudes of stakeholders. A valid driver's licence.

Key Responsibilities: Report to the Senior Manager Export Development and Promotion, ensure effective execution of the export development and promotion implementation plan. Identify missions, fairs and exhibitions that SMMEs could participate in. Facilitate the participation of SMMEs in trade missions and exhibitions. Analyse the export environment in terms of sectors, volumes and destination. Provide export development services to SMMEs to make them export ready. Assist SMMEs to access national export incentives. High level stakeholder engagements with entities operating in the trade environment.

Executive Assistant – Corporate Services (Six Months Contract)

Competencies and Qualifications: Minimum Matric Qualification, advanced certificate in Secretarial / Administration (NQF 5). Two-three (2-3) years' experience in an administrative role at an executive level. Advanced knowledge of filing systems, Microsoft Office and Outlook.

Key Responsibilities: Report to the Executive manager: Corporate Services, act as a point of entry for the division. Receive all documentation. Arrange meetings and appointments for the Executive Manager: Corporate Services. Scan all documentation for record purposes. Register all documentation in internal register book. Photocopy documentation. Electronically distribute documentation to relevant parties. Maintain an updated electronic and hard copy filing system. Assist in resolving any administrative problems and compliance matters. Prepare documentation including correspondence, reports, drafts, memorandums, and e-mails as well as meeting packs. Arrange, meetings and take minutes at meetings when required. Follow up on action lists, arrangement of travel claims for approval, ensure adequate office supplies at all times. Develop good working relations with relevant parties for ease of execution of duties. Ensure that classified and confidential documents are kept safely. Quality check all documents. Assist the Corporate Services unit with ad hoc administrative tasks.

Executive Assistant – Trade and Investment Promotion (Six Months Contract)

Competencies and Qualifications: Minimum Matric Qualification, advanced certificate in Secretarial / Administration (NQF 5). Two-three (2-3) years' experience in an administrative role at an executive level. Advanced knowledge of filing systems, Microsoft Office and Outlook.

Key Responsibilities: Report to the Executive manager: Trade and Investment Promotion, act as a point of entry for the division. Receive all documentation. Arrange meetings and appointments for the Executive Manager: Trade and Investment Promotion. Scan all documentation for record purposes. Register all documentation in internal register book. Photocopy documentation. Electronically distribute documentation to relevant parties. Maintain an updated electronic and hard copy filing system. Assist in resolving any administrative problems and compliance matters. Prepare documentation including correspondence, reports, drafts, memorandums, and e-mails as well as meeting packs. Arrange, meetings and take minutes at meetings when required. Follow up on action lists, arrangement of travel claims for approval, ensure adequate office supplies at all times. Develop good working relations with relevant parties for ease of execution of duties. Ensure that classified and confidential documents are kept safely. Quality check all documents. Assist the Trade and Investment Promotion unit with ad hoc administrative tasks.

Closing date: 15 November 2019 @ 12h00.

Applications can be submitted to teda.jobs@tshwane.gov.za

Please include the position you are applying for on the subject

TEDA subscribes to the principles of employment equity in its recruitment processes.

Prospective employees will be subjected to security vetting.

NB: Applicants who have not received any correspondence from us within six weeks of the closing date can consider their applications unsuccessful.