



"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: BUSINESS RETENTION AND EXPANSION (R 635 000.00 All-inclusive salary Package)

(Ref: TEDA062/2020)

COMPETENCIES AND QUALIFICATIONS

Minimum Bachelor's degree in Economics/Business Management/ Engineering or related field in Built Environment. An Honours Degree would be advantageous. Five (5) years' experience in Investment Promotion/ Economic Development/ Business Development/Management environment. The incumbent should have advanced knowledge of business retention and expansion. Exceptional skills in stakeholder partnering, business awareness, communication, commercial focus, initiative, analytical thinking skills, commercial focus, Strategic thinking, risk management, judgement and decision making. Valid Driver's license.

KEY RESPONSIBILITIES

The incumbent will report to the Senior Manager: Business Retention and Expansion and will be charged with the responsibility to contribute to the development and implementation of the Tshwane Economic Development Agency's Investment Aftercare Strategy. Monitor and report on performance to ensure retention and expansions of investments into City of Tshwane. Provide advice to the Senior Manager to ensure the implementation of the Aftercare strategy receives support across the organisation. Make proposals for business interventions that is of benefit to existing and future investors in Tshwane. Develop a clear set of business interventions aimed at supporting investor retention. Provide direct and indirect support to companies to ensure investor expansions. Contribute to the development of an operational plan which incorporates goals and objectives that work towards the strategic direction of the Division. Contribute to efficient and effective day-to-day operations of the Division. Contribute to the planning, implementation, execution and evaluation of special projects. Prepare required inputs into the budgeting process of the Trade and Investment Promotion Unit. Prepare memorandums for expenditure approval by the Executive Manager and Chief Executive Officer as might be required.

SUPPLY CHAIN MANAGEMENT SPECIALIST (R 635 000.00 All-inclusive salary Package)

(Ref: TEDA063/2020)

COMPETENCIES AND QUALIFICATIONS

Minimum Bachelor's degree in Supply Chain and Procurement Management. Honours Degree would be ideal. Four (4) years' experience in Supply Chain Management. An MFMP certificate would be advantageous. Advanced Knowledge of Supply Chain related legislation and systems. Exceptional skills in Strategic Thinking, Compliance Management, Stakeholder Partnering, Negotiation, Analytical Thinking, Judgement and Decision making, Results and Quality Focus, Initiative and Communication. A valid driver's licence.

KEY RESPONSIBILITIES

The incumbent will report to the Manager: Supply Chain Management and will be charged with the responsibility to advise project managers on compilation of tender specification for planned projects. Submit demand report to Senior Manager for review before the start of any project. Compile memorandums or reports to Bid Committees for evaluation and adjudication of tenders. Manage the process of presentations by service providers to ensure that scoring is fair and equitable on tender parts. Supervise the process of sourcing quotations for advertising tenders and sourcing quotations for more complicated services. Present prescribed reports to Bid Adjudication Committees to inform them of recommendation(s) by Bid Evaluation Committees. Supervise the requisition, acquisition, logistics as well as disposal of goods and assets. Fulfil the role of Secretariat for the Bid

Adjudication Committee on behalf of TEDA.

PAYROLL SPECIALIST (R 635 000.00 All-inclusive salary Package)

(Ref: TEDA064/2020)

COMPETENCIES AND QUALIFICATIONS

Minimum Bachelor's degree in Human Resources Management/Payroll/ Financial Management or related. Honours Degree would be ideal. SAP Payroll/HCM and taxation certification would be advantageous. Three (3) to five (5) years' experience in Payroll processing. Knowledge of Payroll related legislation and systems. Exceptional skills in Compliance Management, Financial Literacy, Stakeholder Partnering, Analytical Thinking, Judgement and Decision making, Results and Quality Focus, Initiative, Communication, Problem Solving and Coordination. A valid driver's licence.

KEY RESPONSIBILITIES

The incumbent will report to the Senior Manager: Human Resources and Development and will be charged with the responsibility to check, record and process a full monthly payroll including all earnings, deductions and company contributions. Completion of relevant forms i.e. UIF, Pension Fund and certificate of service. Collection of data for all new and existing employees. Keep abreast of company policies and tax legislations that impact on remuneration. Provide advice on remuneration principles. Liaise with City of Tshwane SAP consultants with regards to effective/efficient running of the SAP system. SARS Monthly E-Filing, annual and mid-year submission, Year End COID Submission. Preparing monthly payroll reports. Submit third party schedules and invoices to Finance for payments. Communicate with public services when necessary. Conduct initial orientation to newly hired employees. Complete Government statistics and Company statistics. Liaise with Pension and Group Risk Administrators and employees on benefits amendments and withdrawals. Liaise with Medical Aid Consultants on medical aid benefits.

EXECUTIVE SECRETARY (R 360 000.00 All-inclusive salary Package)

(Ref: TEDA065/2020)

COMPETENCIES AND QUALIFICATIONS

Minimum Matric Qualification. Advanced certificate in Secretarial/Administration (NQF 5) would be ideal. Two-three (2-3) years' experience in a secretarial role at an executive level. Advanced knowledge of filing systems, Microsoft Office and Outlook. Exceptional skills in Planning and Prioritising, Communication, Results and Quality Focus, Initiative, Adaptability, Interpersonal Sensitivity, Information Extraction and Application and Information Seeking.

KEY RESPONSIBILITIES

The incumbent will report to the Executive manager: Corporate Services and will be charged with the responsibility to act as a point of entry for the division. Arrange meetings and appointments for the Executive. Confirm the date of the meetings with the Executive and attendees. Take minutes during the meetings. Draw up and follow up on action lists. Ensure that documentation is recorded and filed. Ensure adequate office supplies at all times. Ensure that all documentation is tracked and the filing system is up to standard. Ensure that classified and confidential documents are kept safely. Quality check all typed documents for accuracy, correctness and validity before forwarding to the Executive. Obtain prior approval of all expenditure required by the Executive. Coordinate and facilitate liaison with internal and external stakeholders. Develop a database of contacts of all stakeholders. Develop good working relations with relevant personnel for ease of execution of duties. Ensure implementation of instructions and communications by the Executive. Follow up on the Executives' correspondence to other departments or stakeholders. Draft memorandums and documentation. Attend to all personal matters of the Executive when required. Assist the Executive with ad-hoc tasks.

ADMINISTRATIVE ASSISTANT (R 345 000.00 All-inclusive salary Package)

(Ref: TEDA066/2020)

COMPETENCIES AND QUALIFICATIONS

Minimum Matric Qualification. Advanced certificate in Administration (NQF 5) would be ideal. Two-three (2-3) years'

experience in an administrative role. Advanced knowledge of filing systems, Microsoft Office and Outlook.

KEY RESPONSIBILITIES

The incumbent will report to the Senior Manager: Strategy and Performance Monitoring and will be charged with the responsibility to Consolidate inputs on performance information from Business Units. Manually capture performance information on the City of Tshwane's Performance Management system. Create portfolio of evidence for audit purposes including maintaining an updated electronic and hard copy filing system. Assist in amending TEDA Business Plan or any other documentation. Make follow-ups on outstanding information pertaining to organisational performance plan. Handle incoming and outgoing documentation. Ensure that all advances and claims for the Business Unit are done within the specific time frame set out in the Subsistence & Travel policy. Assist in resolving any administrative problems and compliance matters. Make travel arrangements for the Business Unit. Coordinate meetings, sessions and workshops for the Business Unit. Arrange catering/refreshments for meetings. Take minutes at meetings. Procure stationery and other office equipment for the Business Unit. Ensure that office equipment is properly maintained. Execute any other duties as may be required.

SENIOR MANAGER: RESEARCH AND KNOWLEDGE MANAGEMENT (R 1 115 000.00 All-inclusive salary Package)

(Ref: TEDA067/2020)

COMPETENCIES AND QUALIFICATIONS

Post Graduate Degree in Information Management or related field. Master's degree would be ideal. Minimum five (5) years' experience in a Research and Development/ Information Management/Project Management/ Knowledge Management/ Development/ Facilitation environment with three (3) years in a middle management role. Exceptional skills in Stakeholder Partnering, Planning and Prioritising, Knowledge Sharing, Communication, Results and Quality Focus, Initiative, Adaptability, Analytical Thinking, Information Extraction and Application, Monitoring and Evaluation and Information Seeking.

KEY RESPONSIBILITIES

The incumbent will report to the Chief Executive Officer and will be charged with the responsibility to conduct, facilitate and coordinate research and development of products and appropriate market to be targeted by TEDA. Conduct full market research for the organisation which is aligned to City of Tshwane's economic strategy. Develop sound research methodologies, frameworks and strategies. Oversee the creative collation and effective delivery of objective research knowledge to the entire organisation. Development, generation, collation and delivery of credible research knowledge from multiple internal and external sources. Provide quality assurance of research reporting and the development and maintenance of research policies and guidelines. Assemble appropriate project team (s) for implementation. Provide organisation wide support in advancing research, development and innovation through adoption of knowledge management practices, policies and technologies. Develop and implement Knowledge Management systems, policies and frameworks for TEDA.

CLOSING DATE: 28 FEBRUARY 2020

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

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.

(PLEASE QUOTE THE Ref. No. ON YOUR APPLICATION)