

VACANCY (LOCAL DEVELOPMENT OFFICER)



POST REFERENCE: KZ292EDPL009

POST TITLE: LOCAL DEVELOPMENT OFFICER (LED)

TASK GRADE 11: R 279 470.28 - R 362 779.56 P.A. PLUS CELLPHONE ALLOWANCE

BUSINESS UNIT: ECONOMIC DEVELOPMENT & PLANNING

The KwaDukuza Municipality seeks to fill the following position and accordingly invites applications from persons who meet the requirements as indicated. Please note that the post title and post identification number (KDM.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's licence where applicable. Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

PLEASE NOTE THAT APPLICANTS FOR POSTS BELOW TASK GRADE 11 ARE REQUIRED TO ATTACH THE PREFERRED EMPLOYMENT OPPORTUNITY FORM OBTAINABLE FROM KDM HUMAN RESOURCES WHICH MUST BE SIGNED BY A WARD COUNCILLOR, AS PREFERENCE WILL BE GIVEN TO LOCAL RESIDENTS.

REQUIREMENTS: Appropriate three(3) year National Diploma or/ Degree in Economic Development or Economics or Development Studies or Business Management or Entrepreneurship Development or Community Development; Minimum 2 -3 years post qualification experience in the field of local economic development, entrepreneurship development, SMME development or business advisory services; computer literate, Code EB driver's license.

DUTIES: To facilitate and promote economic development through creating of enabling environment for economic to grow, To ensure that KwaDukuza Municipality facilitates economic transformation and inclusive economy through policy interventions, collaborations with social partners and tangible interventions by:

- Responsible for identifying, conceptualizing packaging and implementing various local economic development initiatives for the benefits of established, emerging and aspirant entrepreneurs
- Facilitate various partnership and collaboration for the development of local economy;
- Promote pro-poor and pro-growth economic development initiatives
- Develop funding proposal and business plan for municipal LED intervention
- Provide technical support and advisory services to local business and entrepreneurs
- Provide project management services to various local economic development projects implemented within KwaDukuza Municipality.
- Develop Specifications and scope of work for various LED projects and Programmes under the control
- Ensures that all economic sectors i.e. manufacturing, agriculture, services and new economy are supported and



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promoted amongst the local business community

- Facilitate business-to-business linkages and unlock enterprise development opportunities by private sector partners.
- Responsible for implementing new policies that effects the local economy
- Responsible for establishing and participating in LED stakeholder's forums
- Ensure that all projects or programmes reports are prepared on time and submitted to relevant council committees and immediate supervisor.
- Participate in the review and development of policies, plans and strategies related to LED function
- Perform other duties delegated by the immediate supervisor.

PLEASE NOTE:

1. Applications are to be addressed to the Municipal Manager, KwaDukuza Municipality P.O. Box 72, KwaDukuza 4450, for attention the Human Resources Department and may be posted or hand delivered. (Note that hand delivered applications must be handed to the H.R Officer/Clerk, number 34 OK Mall, Chief Albert Luthuli Street, KwaDukuza, Contact No. 032 437 5153/5142

2. The Closing Date and time is **Tuesday, 14 September 2021, at 12h00**. No Applications will be accepted after the closing date and time.

3. Please DO NOT fax or e-mail applications. Please DO NOT submit applications on Z83 forms. Please NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM FOR STAFF BELOW SENIOR MANAGERS WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE: (www.kwadukuza.gov.za)

KwaDukuza Municipality adheres to the National Employment Equity Strategy. Post levels are subject to conversion according to the TASK Job Evaluation system. Further communication will only be with shortlisted candidates, such shortlist being confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months off the closing date may consider their applications unsuccessful. Council reserves the right not to appoint. Canvasing to Councillor's in form of gifts is prohibited.

