

**Physical Address**  
Umzimvubu Goats  
Complex  
Hospital Road  
4735

Private Bag X 511  
Mount Ayliff  
South Africa  
4735

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+27 394 920 011  
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*Better District, Better Life and Growth for all.*

[www.anda.org.za](http://www.anda.org.za)



Alfred Nzo Development Agency SOC Ltd  
Reg nr: 2008/009093/30

**EXTERNAL ADVERTISEMENT**  
**VACANT POSITION**  
**NOTICE NO. 14/2018/2019**

**Applications are hereby invited from suitably qualified persons for the following position:**

**PROGRAMMES DEPARTMENT**

**EXECUTIVE MANAGER: PROGRAMMES**  
**FIVE YEAR FIXED TERM CONTRACT**  
**SALARY NEGOTIABLE BASED ON EXPERTISE**

**THE INCUMBENT WILL BE REPORTING TO THE CHIEF EXECUTIVE OFFICER  
STATIONED PLACE: MOUNT AYLIFF**

**JOB PURPOSE:** As an Executive Manager of ANDA, the Executive Manager Programmes will assume executive-level accountability for the attraction and promotion of investment in development projects, trade and investment promotion, economic infrastructure development, business development and management of strategic municipal business assets.

**KEY REQUIREMENTS:**

- Matric Certificate
- A degree in Economics, Development Economics, Business Management, a relevant postgraduate qualification or equivalent.
- Certificate of Financial Municipal Management
- Minimum 5year senior and middle management relevant experience of which at least (02) years at Senior Management level and (03) years at Middle management level
- Knowledge of procurement function
- Good understanding of Local Government legislation
- Knowledge of Municipal Finance Management Act
- Knowledge of the Preferential Procurement Policy Framework
- Knowledge of the Public Finance Management Act and related legislation
- Strong analytical skills and attention to detail
- Personal credibility and professionalism
- Good verbal and written communication skills
- Marketing skills and fundraising and negotiation skills
- Certificate in Management Development (MFM) is an added advantage
- Valid driver's license.

**PREFERRED REQUIREMENTS:** A recognized Bachelor's Degree in Economics, Development Economics, Business Management or equivalent • A postgraduate qualification will be an added advantage • Certificate Programme in Management Development • Municipal Finance Management Programme • A minimum of Five years' experience in an Executive Management level.

**KEY PERFORMANCE AREAS:**

- Providing developmental support to all tiers of the parent municipality for planned project outputs and outcomes
- Developing proposals and business plans appropriate for agribusiness sector, Infrastructure, ICT, Tourism, Arts and culture and high impact project for rural economic development
- Collating project findings and presenting them
- Managing projects from inception to completion
- Managing Private Public Partnerships
- Drawing up an annual operational and capital budget
- Initiate viable high impact economic development projects
- Implement effective linkages with core stakeholders and investors

**NB:** The Agency is an equal opportunity and Affirmative Action employer. The provisions of the Employment Equity Act will be taken into consideration in filling the advertised posts. It is our intention to promote representativeness in respect of race, gender, and disability. In support of these strategies, special groups should indicate their categories on the application letter. Applicants must indicate the media where the advert was seen.

**KEY COMPETENCY SKILLS:**

Knowledge of municipal applicable legislations • Reasonable understanding of link between IDP and Corporate Plan • Budgeting and Annual Performance Plan context in Municipal Context • Extensive knowledge of MFMA, applicable Municipal Legislation and Companies Act • Strong Supervisory skills and interpersonal skills • Good report skills • Communication skills

**Closing date: 21<sup>st</sup> June 2019**

Please note: Applicants must submit an Application letter, a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license. Applications should be forwarded to the Corporate Services Department, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road or Private Bag X 511, Mount Ayliff, 4735.

**HAND DELIVERY-** Alfred Nzo Development Agency, Hospital Road, Mount Ayliff 4735. Appointment will be subject to appropriate security clearance, a competency as well as reference and qualification checks. If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful.

The agency reserves the right not to fill the position. **LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All enquiries should be directed to Ms. S. Jijana, Corporate Services Department: HR Practitioner by telephone at (039) 492 0011 or [ijianas@anda.org.za](mailto:ijianas@anda.org.za) / [sinazojijana2@gmail.com](mailto:sinazojijana2@gmail.com)

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**MS M.N BAMBENI**  
**ACTING CHIEF EXECUTIVE OFFICER**