

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

Private Bag X 511  
Mount Ayliff  
South Africa  
4735

**Tel Number**  
+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: 2008/00863/30



**EXTERNAL ADVERTISEMENT**  
**VACANT POSITION**  
**NOTICE NO. 01/2023/2024**

Alfred Nzo Development Agency is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

***People with physical disabilities are encouraged to apply.***



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

**DIRECTORATE - TRADE AND INVESTMENT PROMOTION**

**EXECUTIVE MANAGER-TRADE AND INVESTMENT PROMOTION**

**PERMANENT**

**SALARY (R 935 100.00 - R 1 184 979.00)**

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

**ESSENTIAL REQUIREMENTS:** Matric/ Grade 12 • A Bachelor of Commerce in Tourism Management or Economics Science or any qualification related to the field at NQF Level 07 registered on the National Qualifications Framework at NQF Level 7. Minimum (07) years in a Middle Management Position in Local Government of which at least two (2) years at Senior Management Level in Trade and Investment Promotion preferable in Local Government. • A valid Driver's License. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 will be and added advantage. • Ability to negotiate in levels of Government and with relevant Stakeholders. Ability to prove strategic, visionary and innovative leadership. Extensive Knowledge of Financial Governance and Performance Management System in Local Government environment. Computer literacy covering all applications.

**KEY COMPETENCY SKILLS:** Knowledge of Local Government sector and applicable legislation • Planning and Organizing Skills. Analytical • Communication, Facilitation, Interpersonal, Negotiation, Problem solving, Project Management, Financial Management & Research Skills. Report Writing Skills.

**KEY PERFORMANCE AREAS:** Aligning the key performance area to the objectives of the department ANDA. Productivity/Performance and Personnel Management. Financial Control in Tourism and Investment Promotion. Identify key enable and opportunities trade and investment promotion. Consulting and Advisory service.

**Closing date: 29 September 2023**

**Please note:** Applicants must submit 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. 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. N Boti by telephone at (039) 492 0011 or [botin@anda.org.za](mailto:botin@anda.org.za).

  

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**MR N.R XOLO**  
**ACTING CHIEF EXECUTIVE OFFICER**