



EASTERN CAPE
DEVELOPMENT
CORPORATION

VACANCIES

Position	Description
Employee Relations, Wellness & Compliance Partner - Permanent Grade 14: R 454 924 - R 556 018 (Total Cost to Company)	The Employee Relations, Wellness and Compliance Partner will report to Senior Manager: Human Resources. The candidate will be responsible for implementing an employee relations strategy which is aligned to business needs, promote wellness and OHS programmes based on organisational and employee needs; establish relevant policies and procedures and monitor controls for an effective ethics/compliance program and reporting standards.
Administrator Procurement - Three (3) Year Contract Grade 10: R 227 808 - R 278 431 (Total Cost to Company)	The Procurement Administrator will report to Manager: Demand and Acquisition. The candidate will provide administrative support to Procurement.
Administrator Contract Management (Procurement) - Three (3) Year Contract Grade 10: R 227 808 - R 278 431 (Total Cost to Company)	The Contract Management Administrator will report to Manager: Contract Management. The candidate will provide administrative support to Contract Management.
Loan Implementation Officer - Permanent Grade 13: R 419 080 - R 512 209 (Total Cost to Company)	The Loan Implementation Officer will report to Executive Manager: Legal, Compliance & Governance. Completion of legal agreements and recording master data on Promun. Ensuring that all securities or collaterals are registered in accordance with terms and conditions of loan approval.
Compliance Officer - Permanent Grade 10: R 227 808 - R 278 431 (Total Cost to Company)	The Compliance Officer will report to Senior Manager: Supply Chain Management. To ensure ECDC's compliance to legislation and policies relating to procurement.

For more information, visit our website: www.ecdc.co.za

Please send your detailed CV to the: Talent Management Consultant,

Tel: 043 704 5783, Fax: 086 682 9817, Email: humanresources@ecdc.co.za

Closing Date: **26 November 2018**

If you have not been contacted within eight (8) weeks after the closing date of the advertisement, please regard your application as unsuccessful.

In making these appointments, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies and plans.



VACANCY

LOAN IMPLEMENTATION OFFICER

GRADE 13: R 419 080- R 512 209 (Total Cost to Company)

The Loan Implementation Officer will report to Executive Manager: Legal, Compliance & Governance. Completion of legal agreements and recording master data on Promun. Ensuring that all securities or collaterals are registered in accordance with terms and conditions of loan approval.

KEY DUTIES AND RESPONSIBILITIES

The Key Performance Areas will encompass:

LEGAL AGREEMENTS & SECURITIES

- ❖ Draft loan agreement and register all relevant loan securities and letter of advice;
- ❖ Liaise with attorneys to register securities;
- ❖ Follow up on registration of bonds with respective attorneys; monitor the performance of the attorneys. Follow up and report on progress of bond registrations;
- ❖ Follow up on outstanding precedent conditions as per loan agreement;
- ❖ Arranges life cover on all loans as per policy;
- ❖ Ensure all legal agreements have been signed, dated, witnessed, conditions complied with before activating account on the system;
- ❖ Issue clearance certificate when precedent conditions have been met;
- ❖ Submit all original legal documents for safe-keeping (original bonds available later);
- ❖ Submit all original legal documents to the implementation clerk for further action (signature by ECDC official etc.);
- ❖ Day to day changes required on the system;
- ❖ Provide an Excel worksheet reflecting facility rate.

Master data input

- ❖ Capture all master data on the system;
- ❖ Activate fees as per loan agreement on the system;
- ❖ Keep accurate records of supplementary information for reporting purposes on development components.

Reporting

- ❖ Prepare monthly reports on loans granted, loans finalised, loans in progress and loans not taken up per loan product;
- ❖ Prepare reports on development components as required;
- ❖ Prepare and present any ad hoc reports required.

Process and policy improvement

- ❖ Provide continuous feedback and input to management regarding improvements to current policies and procedures. Note all deviations from the policy and procedures and prepare recommendations.

Departmental support

- ❖ Support department staff in achieving departmental goals and objectives. Communicate regularly with Account Manager on the status of compliance to conditions and registration of bonds.

MINIMUM REQUIREMENTS

- ❖ Bachelor's Degree in Administration and Paralegal certificate;
- ❖ Three (3) years administrative support experience;
- ❖ Legal background is an added advantage;
- ❖ Must possess the following competencies;
 - Office management;
 - Document filing;
 - Provision of instruction to Attorneys
 - Computer literacy and report writing skills;
 - Excellent organisational skills;
 - Drafting of reports;
 - Drafting of legal documents.

This is a permanent appointment and the successful candidate will be subjected to signing a performance contract and verification of qualifications. Shortlisted candidates will be required to attend interviews as well as other assessments. If you have not been contacted within 8 weeks after the closing date of the advertisement, please regard your application as unsuccessful.

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Talent Consultant
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Fax: 0866829817
Email humanresources@ecdc.co.za
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