



EASTERN CAPE
DEVELOPMENT
CORPORATION

VACANCIES

Position	Description
Regional Manager Mthatha - Permanent Grade 17: R 607 141 - R 742 061 (Total Cost to Company)	This position is responsible for the management of the ECDC regional office, resources and staff so as to manage the Development Finance portfolio, manage and develop Properties and Business Support units within the region by liaising with all departments in ECDC, stakeholders and clients.
Senior Manager: Communication, Marketing & Stakeholder Relations - Permanent Grade 17: R 607 141 - R 742 061 (Total Cost to Company)	Reporting to the Executive Manager in the Office of the Chief Executive Officer; heading a team of five (5) employees, the incumbent will have management responsibility to oversee the implementation of entire Communication, Public Relations, Marketing and Stakeholder Relations function aligned to the ECDC strategy.

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

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

Please send your detailed CV to:

Talent Management Consultant

Tel: 043 704 5783

Fax: 086 682 9817

Email: humanresources@ecdc.co.za

Closing Date: **10 January 2019**

DATE ADVERTISED: 19 DECEMBER 2018



VACANCY

REGIONAL MANAGER- MTHATHA GRADE 17: R 607 141 – R 742 061 (Total Cost to Company)

This position is responsible for the management of the ECDC regional office, resources and staff so as to manage the Development Finance portfolio, manage and develop Properties and Business Support units within the region by liaising with all departments in ECDC, stakeholders and clients.

KEY DUTIES AND RESPONSIBILITIES

Key Performance Areas will encompass:

- a. Investment and special projects:
 - Establish targets for economic development projects in key growth industries;
 - Mobilise investment opportunities to increase regional economic growth;
 - Lobby for funding for business plans (internal and external);
- a. Development Finance:
 - Assess and make recommendations of business proposals within delegated authority;
 - Ensure all credit control and risk criteria have been met;
 - Ensure all contractual and legal and security documentation is finalised and signed for standard loans;
 - Provide written and oral feedback to clients;
 - Manage registration of legal entities;
 - Approve funding for business plans with delegated authority;
- b. Business support:
 - Oversee the provision of non-financial support/services to clients.
 - Monitor the performance of the loan book (follow the money) and initiate action plans to improve the performance of the loan book;
- c. People management
 - Staffing levels meet objectives to be reached;
 - Staff trained and cross trained in departmental functions;
 - Job profiles and performance management in place for all staff;
 - Grievances and discipline issues are handled;
 - Manage the assets of the regional office.
- d. Property management and development
 - Identify opportunities for new property development (commercial, residential, retail) within ECDC's prime vacant land;
 - Oversee the management of the maintenance, rent collection, municipal accounts, insurance and security of properties
 - Authorise handover of defaulters to attorneys;
 - Ensure generation and analysis of monthly reports;
- e. Stakeholder management
 - Arrange and conduct staff, client, stakeholder meetings providing information into ECDC current projects and happenings;
 - Provide feedback to relevant committees on regional matters which may impact on the broader ECDC.
 - Manage client complaints and provide feedback and build a positive image of the ECDC.

REQUIREMENTS

- ❖ B.Com degree;
- ❖ Minimum of eight (8) years related experience of which three (3) years as a Branch Manager within a financial institution.
 - Additionally, the successful candidate must possess the following competences:
 - Programme management skills;
 - Good interpersonal skills;
 - Willingness to travel and work long and irregular hours;
 - Ability to function under pressure;
 - Computer skills.

This is a permanent appointment and the successful candidate will be subjected to signing a performance contract. Shortlisted candidates will be required to attend interviews as well as other assessments. 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.

**Please send your detailed CV to
Talent Consultant
Tel: 043 7045783
Fax: 0866829817
Email: humanresources@ecdc.co.za
Closing date: 10 January 2019**
