
DATE ADVERTISED: 17 APRIL 2019



VACANCY

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

This position is responsible for managing the ECDC office, staff and stakeholder relations within the designated region; must develop business within the region by liaising with all the departments in ECDC and report to the Executive on progress.

KEY DUTIES AND RESPONSIBILITIES

Key Performance Areas will encompass:

Investments / Special Projects / Development Projects

- ❖ Establish targets for projects in key growth industries.
- ❖ Mobilise investment opportunities to increase regional economic growth.
- ❖ Lobby for funding for business plans (internal and external).
- ❖ Initiate the procurement process to appoint service providers;
- ❖ Ensure all contractual and legal documentation is finalised and signed for standard loans.
- ❖ Refer non-standardised or unique contracts to legal department.
- ❖ Authorise payments in line with project milestones achieved.
- ❖ Instruct finance to disburse funds.
- ❖ Transfer project to funding unit.

Funding (Loans and Equity)

- ❖ Assessment of business proposals.
- ❖ Make recommendations on business proposals.
- ❖ Ensure credit control and risk criteria have been met.
- ❖ Approve loans within delegated authority.
- ❖ Include recommendation on loan application if outside delegated authority.
- ❖ Ensure all contractual and legal and security documentation is finalised and signed for standard loans.
- ❖ Refer non-standardised or unique contracts to legal department.
- ❖ Issue instructions for disbursement.
- ❖ Monitor the performance of the loan book (follow the money).
- ❖ Initiate action plans to improve the performance of the loan book.
- ❖ Approve funding for business plans.
- ❖ Provide written and oral feedback to clients.

Business Support (Non-Financial)

- ❖ Assist with non-financial business support initiatives and service offerings.
- ❖ Approval of non-financial instruments and service offerings to SMMEs.
- ❖ Procure service providers in compliance with supply chain processes.
- ❖ Refer clients to appropriate support services.

Research and Innovation

- ❖ Source economic research reports from the Centre of Expertise department.
- ❖ Analyse information to identify potential business opportunities.
- ❖ Refer identified business opportunities to Investments (off Balance Sheet) for funding.

People Management

- ❖ Departmental objectives communicated and allocated to staff through performance management system.
- ❖ 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.
- ❖ Motivate and support staff.

Property development and management

- ❖ 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.

Operations management

- ❖ Establish workstations with relevant tools and ensure efficient and effective use of resources to deliver on goals.
- ❖ Ensure generation and analysis of monthly reports.
- ❖ Authorise and approve S&T, petty cash and other ad hoc claims.
- ❖ Authorise and approve staff leave.
- ❖ Oversees the availability and use of moveable assets.

Stakeholder Management

- ❖ Represent ECDC at various stakeholder platforms and events.
- ❖ Build stakeholder relations.
- ❖ Provide feedback to clients, customers, interested parties, interest groups and civic associations.
- ❖ Arrange and conduct staff meetings providing information into ECDC current projects and happenings.
- ❖ Provide feedback to relevant committees on regional matters which may impact on the broader ECDC.

REQUIREMENTS

- ❖ Post graduate qualification in finance.
- ❖ Minimum of 8 years related experience of which 3 years as a Senior Manager, preferable in a financial services environment.

Must possess the following competencies:

- ❖ Have excellent communication skills, both written and verbal.
- ❖ Be tactful and articulate.
- ❖ Have strong leadership and networking skills.
- ❖ Be analytical and methodical in your approach to problems.
- ❖ Be an excellent judge of character.
- ❖ Be motivated and results driven.

This is a permanent contract of employment and the successful candidate will be subjected to signing of a performance contract and verification of qualification. If you have not been contacted within 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: 23 April 2019
