



## **GAUTENG GROWTH AND DEVELOPMENT AGENCY**

### **CALL FOR APPLICATIONS: GAUTENG IDZ MANAGER: COMPLIANCE MONITORING AND EVALUATION**

**JOB GRADE: D3**

**SALARY OFFER: R575, 145 .00 PER ANNUM CTC**

The Gauteng Growth and Development Agency (GGDA) is the implementation arm of the Department of Economic Development that was created in terms of Blue IQ Investment Holdings (Pty) Ltd Amended Act (2012) through the merger of Blue IQ investment Holdings its subsidiaries and the Gauteng Economic Development Agency. The Gauteng Growth and Development Agency (GGDA) is recruiting to fill vacant positions on behalf of its subsidiary company the Gauteng Industrial Development Zone (GIDZ). The GIDZ is directed to facilitate and manage sustainable job creation and inclusive economic growth and development in Global City Region by raising levels of industrial investment and exports.

The successful incumbent will be reporting to the Gauteng IDZ Chief Executive Officer. He or she will be responsible for the following:

- Monitor and report on GIDZ's compliance to IDZ (or SEZ) requirements and regulations.
- Coordinate activities for the development of corporate strategy, annual business plan, and provide support in managing the strategic planning and reporting processes as required from time to time by the CEO, in order to ensure that GIDZ has comprehensive processes directed at achievement of performance targets.
- Develop an appropriate reporting system for the collection of performance information across the GIDZ.
- Collation of performance information into the approved system
- Prepare reports on a regular basis ( monthly, Quarterly)
- Coordinate the activities relating to development of the corporate strategy and annual business planning
- Collate necessary data for compilation of strategy document and the business plan
- Liaise with other business units to facilitate development and implementation of a scorecard for reporting as agreed upon with relevant stakeholders
- Assist with the development and implementation of a reporting framework for all business units to ensure seamless reporting and alignment
- Assist with preparing the reporting schedule with clear guidelines
- Assist with quarterly reporting as and when required
- Collate relevant documentation/guidelines to verify and consolidate reports on organisational performance in term of strategic objectives
- Ensure effective operation of the Office of the CEO in respect of matters pertaining to planning, shareholder relationship, and custodian of monitoring and evaluation on behalf of the CEO.
- Coordinate compilation of board packs for GIDZ Audit Risk Committee and Board and ensure all board packs reach Group Company Secretary timeously

- Secretariat for Management Committee
- Provide advice on continuous improvement efforts
- Develop and implement a system to verify performance information across the GIDZ.
- Manage performance information evidence files for quarterly and year-end audit
- Manage all GIDZ PI and related information and ensure ease of recovery and accessibility
- Ensure GIDZ has best practice methods for reporting
- Identify and implement reporting efficiencies and technology
- Assist with fostering effective communications and ensure appropriate relationships are maintained with the shareholders of the GIDZ, relevant stakeholders and agencies;
- Manage and oversee the required reporting between the GIDZ, the Board and other stakeholders;
- Cultivate and promote good corporate image;
- Maintain and protect the GIDZ's corporate brand
- Ensure integration and collaboration between the GIDZ and relevant agencies
- Implement monitoring tool across GIDZ's business;
- Manage PI reporting in the in line with operational requirements,
- Keep the Chief Executive fully informed of all significant operational policy developments

**As minimum applicants should have the following requirements:**

- Bachelor's degree in a related field
- 5 years of experience in organisational performance
- At least 3 years' experience working in a multiple public sector agency.
- Working knowledge of PFMA
- Business Report Writing;
- Quality assurance
- Monitoring organisational performance
- Knowledge of the Public Finance Management Act and other relevant legislation
- Knowledge of Corporate Governance legislation and frameworks including the Companies Act and King 3
- A very good understanding of the relationships between the GIDZ and its shareholder and strategic external stakeholders
- Good understanding of State Agencies operations
- Comprehensive understanding and experience of forecasting, budgeting and financial management.
- Knowledge of national and provincial government priorities and impact on GIDZ priorities;
- Knowledge of political, economic and social aspects relating to the Gauteng province

The closing date for applications is 12 December 2016 at 12:00HRS and only shortlisted candidates will be contacted. Preference will be given to people living with disability and previously disadvantaged individuals.

Enquiries and submissions should be addressed to [recruitment@ggda.co.za](mailto:recruitment@ggda.co.za)

