



GAUTENG GROWTH AND DEVELOPMENT AGENCY

CALL FOR APPLICATIONS: GAUTENG IDZ MANAGER OFFICE OF THE CHIEF EXECUTIVE OFFICER

JOB GRADE: D2

SALARY OFFER: 563,930.00 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:

- Provide administrative support to the Chief Executive Officer and the Project Executive in order to ensure operational effectiveness and efficiency
- Coordinate day to day administration in the Offices of CEO and Project Executive.
- Coordinate strategic support activities between the office of the CEO and all stakeholders
- Check all the necessary office equipment is in good working condition.
- Review all incoming correspondence, shortlist, prioritise in order of urgency and distribute to all relevant internal customers
- Follow up on distributed correspondence
- Receive messages, queries and other communication from internal and external customers in the absence of the Executive and ensure same is passed on for action.
- Ensure that information from the CEO reaches internal customers through emails and other methods of communication.
- Liaise with the stores to ensure that all stationary is available and effectively utilised.
- Liaise with members of EXCO and MANCOM to ensure meetings are scheduled on time and reports are submitted on time.
- Collate necessary information from members of the Executive and Senior Managers in order to draft the Agenda for consideration and approval.
- Ensure that refreshments are made available for the meetings.
- Collate, peruse and index the meetings reports and other documents and distribute to participants 2 days before the meeting.
- Liaise with IT unit to ensure that all logistical tools e.g. projectors and other equipment are available on time and in good working condition and ready for the meetings.
- Take accurate minutes of the EXCO and MANCOM meetings.

- Type and distribute draft minutes to the participants for review within 48 hours for verification.
- Receive a request for project administration and analyse to determine the nature and extent of the administration required; and/or
- Identify the need for project administration in accordance with the project requirements
- Determine the necessary administration required
- Obtain the relevant information to compile the relevant administration
- Collate the information into the standard prescribed documentation formats
- Produce the necessary documentation in accordance with project plans, processes and procedures
- Distribute the documentation to the relevant role players for further action
- Inform the relevant role players of actions required and follow-up to ensure completion/execution
- Give support to ensure that project terms of reference are adhered to
- Collate necessary data and information for budget and strategic sessions
- Keep updated record of identified stakeholders
- Ensure that communication from CEO and Project Executive reaches the stakeholders on time and in the right format.
- Keep an update calendar to ensure effective feedback between the CEO's Office and all stakeholder.

As minimum applicants should have the following requirements:

- Post Matric relevant qualification
- 3 years of experience in office administration
- Knowledge and understanding of GIDZ and its interaction with stakeholders
- Exposure to all Government policies, and other relevant documents
- Knowledge of administrative procedures applicable to the Public Service, Agencies and Private Sector environment
- Administrative skills
- Problem solving
- Communication skills verbal and written
- Minute taking
- Good interpersonal skills
- Coordination skills
- Listening skills
- Time management
- Results orientated
- Customer focused
- Team player

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

