



## **GAUTENG GROWTH AND DEVELOPMENT AGENCY**

### **CALL FOR APPLICATIONS: GAUTENG IDZ STAKEHOLDER LIASON AND SUPPORT MANAGER**

**JOB GRADE: D5**

**SALARY OFFER: 841,653.00 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 Investment Officer. He or she will be responsible for the following:

- Support the Chief Investment Officer in developing unit's operational plan to maximise collaborations with relevant and strategic stakeholders
- Manage the Operator Permit Obligations in line with Manufacturing Development Act No. 187 of 1993
- Engage with Investment Community
- Provide support in the Risk management of investments as defined by Chief Investment Officer
- Facilitate negotiation of a customised investor value proposition per development as defined by CIO
- Provide support in identifying new opportunities to enable effective management of project synergies
- Coordinate activities of the ORTIA:IDZ programme to ensure GIDZ is properly represented and profiled at relevant agendas and forums
- Establish contacts and build productive relationships with key stakeholders in private and public sector
- Monitor international/global political and economic developments, assessing the impact of those developments on the organisations objectives.
- Conduct research and analysis on issues associated with GIDZ's vision, mission and strategic objectives and assist with developing facts, assumptions, and limitations in order to accurately frame the situation through the development of a multi-lateral perspective understanding.
- Give input in the development of operational budget.
- Liaise with the relevant stakeholders to ensure initiatives are effectively publicised.
- Organise and carry-out stakeholder liaison activities on GIDZ Projects in support of the project manager where needed.

- Serve as a point of contact on behalf of the GIDZ for coordination of all project related activities including cooperation from a policy, technical and programmatic standpoint.
- Give input in identifying strategic stakeholders in order to foster effective communication and ensure appropriate relationships are maintained.
- Establish and maintain partnerships and stakeholder forums
- Contribute to development of appropriate communication strategies for GIDZ portfolio.
- Cultivate, maintain, protect and promote the GIDZ's corporate image and the brand
- Articulate organisational programmes and values to internal and external stakeholders
- Support the required interaction between the GIDZ and the strategic partners.
- Represent the business unit on internal task forces/working committees working to improve cross divisional challenges
- Ensure that operations and activities are conducted in accordance with the PFMA, relevant regulations, the GIDZ's Code of Business Conduct and Ethics, sound business practices, and the other policies and practices approved by the Board.
- Foster a high performance corporate culture that promotes ethical practices and encourages individual integrity, accountability, and social responsibility.
- Facilitate resource availability through effective procurement processes.
- Coordinate the development of stakeholder database that clearly outlines the nature of strategic relationships.
- Perform roles and responsibilities and in line with delegated authority;
- Facilitate implementation of standardized processes and standards across IDZ.
- Facilitate effective control and coordination mechanisms for all operations and activities of the division and take reasonable steps to ensure the integrity of the internal control and management information systems

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

- Relevant Degree
- Social skills: ability to interact with, and influence a wide audience, inside and outside the organisation
- Strong leadership and possesses strategic ability and organisational skills;
- Role requires high proficiency levels of communication skills coupled with creativity and a strong aspiration to achieve customer excellence – ability to express themselves clearly and simply both orally and print
- The position demands flexibility and the ability to work under pressure, both in and out of normal working hours
- Ability to undertake public speaking with full confidence of the subject matter
- An understanding of political dimensions
- Ability to work as an individual but also as a key member of a small team;

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)

