CALL FOR APPLICATIONS:
MANAGER: INTERNATIONAL RELATIONS & PROTOCOL FOR GAUTENG GROWTH AND DEVELOPMENT AGENCY (GGDA)

PERMANENT WITH THREE MONTHS' PROBATION, PATERSON GRADE GGDA D3, SALARY R 997 015.00 TOTAL COST OF EMPLOYMENT PER ANNUM

The Gauteng Growth and Development Agency (GGDA) is the implementation arm of the Department of Economic Development. The GGDA has the mandate to lead, facilitate and manage sustainable job creation and inclusive economic growth and development in the Gauteng City Region through:

- Enabling economic development that is focused on creating sustainable jobs by facilitating delivery of key national and provincial programmes of action.
- Strategically positioning the province into a globally competitive city region.
- Facilitating partnerships and creating linkages across the province to maximize service delivery outcomes.
- Supporting the development of Key Sectors of the economy in line with the economic development and industrial strategies of the province by carrying out:

    - Business enablement
    - Establishment of capital projects
    - Land development
    - Trade and investment promotion

The primary purpose for this position is to manage and organize the functions pertaining to International Relations, stakeholders, and Protocol while establishing connections with intergovernmental departments, municipalities, sister agencies, embassies, and international organizations to ensure adherence to GGDA's international relations procedures and criteria. Managing international interactions, both incoming and outgoing missions.

The successful incumbent will be reporting to: Group Chief Executive Officer and will be expected to execute the following tasks:

Strategy Implementation

- Identify, manage, and coordinate activities related to building International and local networks with relevant stakeholders, forums etc. To develop and maintain linkages between the Diplomatic Community, relations with the Development Partners; to maintain bi-lateral and multi-lateral links.

- Manage and maintain relations of Intergovernmental nature and coordinate activities with government, other agencies, Embassies etc. Collaborate and consult with other departments to ensure alignment of GGDA work on special projects (Investment, trade, job creation).

- To establish a symbiotic relationship with IPA's and establish Inter-provincial Forum.

- Manage and coordinate Protocol and consular activities for GGDA activities for GGDA, visa's, passports, and related processes.

- To ensure appropriate conduct of ceremonies and public functions; Protocol services and ceremonial, consular and hospitality Services.
- To ensure that all protocol agreements and Obligations are conducted in accordance with prevailing Rules or Agreements. Twinning/Bilateral Agreements.
- Identify and Elementary Research on matters relating to activities within scope of work.
- Project Management: Coordinate and implement High level special projects e.g. outgoing ministerial Investment and trade missions.
- Accompany CEO and other members of the executive to meetings and high-level overseas missions providing secretarial & logistical event management services e.g. reports/minutes.
- Manage Logistics around Incoming and Outgoing Missions ensure adherence to Protocol & International Relations
- Welcome incoming delegation, coordinate activities, site visits to Industrial Parks etc.
- Establish Data base of High-level International Contacts and maintain relations.
- Ensure adherence to Efficient Office systems and procedures and budget.

Financial leadership

- Contribute to the budget preparation process.
- Ensure the effective, efficient, economical, and transparent use of financial and other resources.
- Monitor expenditure against budget and ensure spending occurs within budgetary limits.
- Explore opportunities to reduce costs.

Stakeholder Relationship Management

- Through engagements with key stakeholders and embassies, obtain leads and refer them to GGDA (TIRE) units and subsidiaries.
- Facilitate engagements with Embassies and Chambers for information sharing and support the stakeholder requirements, which may be e.g. Visas etc.
- Cultivate and maintain strong relationships with the Department of Economic Development, Premier's Office, DIRCO, DTIC, Embassies, international organisations, and investors.
- Guidance of protocol compliance by adhering to requirements such as when hosting dignitaries, ensure correct level of host, including the exchange of gifts.

- Cultivate and maintain strong relationships with the Department of International Relations, Embassies, international organisations, and investors coming through to the Invest SA.
- To assist and facilitate queries and enquiries, by providing guidance and interventions with other stakeholders like Home Affairs, SARS etc.

Good Corporate Governance & Compliance

- Define appropriate protocols and standards for the Organisation and subsidiaries.
- Coordinate and ensure that the protocols and standards are observed.
- Disseminate appropriate information on protocols and standards to all stakeholders
- Provide guidance on roles and responsibilities and establish clear delegated authority.
- Manage and monitor performance of the direct reports against individual performance contracts.

Organizational Effectiveness

- Through engagements with key stakeholders and embassies, obtain leads and refer them to GGDA (TIRE) units and subsidiaries.
- Facilitate engagements with Embassies and Chambers for information sharing and supporting the stakeholder requirements, which may be e.g. Visas etc.
- Participate in Team meetings to provide advice, support and contribution in the establishment and implementation of internal systems.

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS

- Bachelor's Degree or NQF Level 7 qualification in International Relations, Political Science, Business Administration, or a related field

Years of Experience

- 5 years in experience in international relations, diplomatic protocol, or related roles

Applications should be submitted online: https://bit.ly/GGDAGroupRecruitment

Applications must be accompanied by a curriculum vitae, certified copies of qualifications and certified copies of identity documentation.

Preference will be given to people with disabilities, women and previously disadvantaged individuals to promote Employment Equity within the group

Only shortlisted candidates will be contacted. If you have not heard from us within three months of the closing date, please regard your application as having been unsuccessful.

Only queries can be forward to – **recruitment@ggda.co.za**

The closing date for applications is **06 November 2026**

"The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as pe POPIA"