



enterprise ilembe
ECONOMIC DEVELOPMENT AGENCY

Enterprise iLembe is a Regional Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the region

**LOCAL ECONOMIC DEVELOPMENT OFFICER
(Market Related inclusive Package)**

VACANCY

Requirements:

- An appropriate 3 years diploma or degree in Local Economic Development and or related field
- A minimum of 3 years work experience in the Local Economic Development Unit and or organisation.
- Excellent verbal and written communication skills in English and isiZulu
- A fair amount of understanding of the National Local Economic Development Framework
- Understanding of both rural and urban cultural dynamics (local knowledge & understanding of the iLembe District is essential)
- Knowledge of public sector environment
- Drivers Licence
- Excellent computer skills

Key Responsibilities: The appointee will:

- Coordinate and provide administrative and secretariat support to the LED unit
- Work with local municipalities and various stakeholders including sector departments to implement LED initiatives
- Coordinate trainings, workshops and meetings that are related to LED
- Provide support to the district wide LED forum and also attend Local municipalities LED forums and any other LED related meetings.
- Coordinate the submission of reports to various funders on a monthly basis.
- Provide secretariat support to the Investment Portfolio Committee of the agency
- Prepare presentations on LED activities and programmes

Enterprise iLembe subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998.

Please forward your application together with a detailed CV and **certified copies** of your ID & educational certificates to: **Acting Chief Executive Officer, Ms. Thuthu Ngcobo, Enterprise iLembe. PO Box 593 Ballito 4420** or email: kerry@enterpriseilembe.co.za

The closing date for submissions is **03 March 2017 at 16h00**. Please note that faxed applications and applications received after the closing date will not be considered.

If you do not hear from us within four (4) weeks after the closing date, please consider your application as unsuccessful.

Ms Thuthu Ngcobo
Acting Chief Executive Officer
Enterprise iLembe

