



(EXTERNAL ADVERTISEMENT)

**DIRECTORATE: STRATEGIC SUPPORT SERVICES
DIVISION: LOCAL ECONOMIC DEVELOPMENT AND TOURISM
SECTION: LOCAL ECONOMIC DEVELOPMENT
LOCATION: WORCESTER**

**LOCAL ECONOMIC DEVELOPMENT OFFICER
(PERMANENT)**

BASIC SALARY: R 319 894,10 – R 415 242,24 per annum [T11]

TOTAL COST TO COUNCIL: R 468 705 – R 591 630 per annum

(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)

Ref: SSS/LEDT01/0723

Job Purpose: Coordinate, design and implement processes and procedures to ensure the effective functioning of Local Economic Development system in Breede Valley Municipality by implementing a range of services to support the local economy and to create programs that will integrate emerging business into mainstream economic activity.

Duties: Draft business plans to access funding for projects and programs pertaining SMME, Contractors and informal traders and submit to the immediate superior • Implement key activities emanating from the LED strategy and report on indicators and timelines guiding execution of activities • Draft various policies and prepare items for Council • Participate in various assessments and research activities in the Breede Valley Municipality • Arrange various workshops and training sessions to support contractors and various organizations • Implement any operational or capital projects in support of small and medium enterprises • Providing input into the operational and capital needs of the department to support the immediate superior • Capture requisitions on the financial management system • Liaise with the internal and external stakeholders regarding issues pertaining to economic development. • Preparing reports (e.g. Update on current projects), summarizing findings and including specific recommendations for consideration and submit to the immediate superior • Draft SOP guidelines to improve workflow process in the department and submit to the immediate superior • Participate in District and Provincial Forums pertaining to Local Economic Development.

Minimum Requirements:

- B Degree in Development Studies / Business Administration / Public Management or equivalent (NQF Level 7),
- Two (2) years relevant experience
- Computer literacy (MS Office)

Other Requirements:

- Code B Driver's License,

- Fluent in at least two (2) of the three (3) official languages in the Western Cape

Preferred Requirements: Three (3) years and more relevant experience.

Competencies: (For a detailed description of competencies, read competency level 2 from pages 154/172 of the Competency Framework on our website / on this link-

<https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)

Core Professional Competencies: Research and Analysis, Public Consultation, Socio-Economic / Socio- Political Awareness, Planning and Organising.

Functional Competencies: Strategic Planning and Strategy Formulation, Programme and Project Management, Financial Management, Information Products and Reporting, Resilience.

Public Service Orientation Competencies: Interpersonal relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.

Personal Competencies: Action Orientation, Resilience, Change Readiness, Learning Orientation, Problem solving.

Management and Leadership Competencies: Impact and Influence

PLEASE NOTE: Please read the below conditions carefully, only those who comply with the conditions will be considered -

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Only online applications will be accepted via the link:** <https://bvmjobs.mcidirecthire.com>
4. **When applying via the link above please ensure that you fill in all required fields.**
5. **Also attach an updated CV (Including details of at least three (3) contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
6. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement subject to probation per the Local Government: Municipal Staff Regulations.
7. **For enquiries contact the Human Resources Office at 023 348 4961** or by email address: ssatarein@bvm.gov.za / mntukulo@bvm.gov.za / mmbiza@bvm.gov.za
8. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
9. Fraudulent qualifications documentation will immediately disqualify any applicant.
10. If you have not heard from us within sixty (60) days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **11 August 2023 at 13:00.**

The Municipality reserves its right not to make an appointment.