**Internal and External Advertisement: Ref No: HRM/07/2018**

**Ntinga O.R.Tambo Development Agency, SOC Ltd is looking for suitably qualified and experienced candidates to fill the following positions:**

**1. Trade & Investment Officer: CEO’s Office**

Salary at C4 based to Paterson Grading System

**Key Performance Areas**

* In collaboration with the Manager: Project Management Office, identify potential investors within the Ntinga targeted sectors and subsectors;
* Contact investors and make individual and group presentations on investment opportunities within Ntinga’s targeted sectors and subsectors;
* Coordinate investment conferences/ summits and road shows with investors for Ntinga or in joint promotion activities with other parties;
* Introduce interested investors to the Ntinga Manager: Project Management Office and where need be, ORTDM to arrange district visits and tours;
* Pursue and follow-up with investors to facilitate their investment, while identifying and resolving any outstanding issues for the investors, in collaboration with the Manager: Project Management Office and other Ntinga stakeholders; and
* Report periodically and as agreed, on activities and progress to the Manager in the Office of the Chief Executive Officer

**Minimum Requirements:**

1. B-Degree or equivalent qualification in Business Studies, Marketing or related field.
2. 1-2 years’ experience in a business environment with solid background knowledge of business management and investment processes and a strong network of professional contacts.
3. Proficiency in computer skills, especially in Microsoft Office

**2. Communications and PR Officer**

Salary at C2 based to Paterson Grading System

**Key Performance Areas**

* Develop and implement internal and external communication plans and programmes of Ntinga SOC, to provide effective communication of relevant information to staff, internal stakeholders and external public (customers and external stakeholders);
* Serve as spokesperson for the Office of the CEO and convey the policies, interests, values and messages of the entity to the public through various modes of media instruments, and respond to public (existing customers, potential customers, shareholders, media) queries or questions on behalf of the Office of the CEO;
* Coordinate and successfully organise events and marketing campaigns, planned by Ntinga, thus contributing to the attainment of the goals planned for such events and campaigns and
* Provide a detailed communication plan for each event;
* Coordinate media releases and press interviews/ conferences by carefully screening topics, identifying designated personnel for interviews and comments and conducting research on issues/ statements prior to release; and
* Prepare and develop complete, clear, well-written and edited material for the entity’s publications.
* Report periodically and as agreed, on activities and progress to the Manager in the Office of the Chief Executive Officer

**Minimum Requirements:**

* Matric + Bachelor’s Degree in Public Relations or Journalism or Corporate Communication/ Equivalent;
* 3 years’ experience in a Communications of Public Relations environment or both

**3. ICT Support Specialist**

Salary at C2 based to Paterson Grading System

**KPA’s:ICT Support Specialist**

* Troubleshoot and solve application problems and maintain operating software and hardware devices;
* Provide technical support to End users to maximise performance of application software, peripheral devices, connectivity;
* Analyse and provide recommendations pertaining to the information systems hardware/ software and train end-user on specific applications;
* Set up and configure printers, scanners, and other peripherals; and
* Perform administrative duties to manage records.

**Minimum Requirements:**

* Matric + Bachelor’s Degree or National Dip in Information Communication Technology or Equivalent;
* 2-3 years’ experience in an ICT environment

Please forward your application, CV, certified copies of qualifications, ID and driver’s license to: **Ms.Olwethu Gangata (HR Officer)** Ntinga O.R. Tambo Development Agency, SOC Ltd No.5 Textile Road, Vulindlela Heights, Southernwood Adjacent to Pick & Pay Store, Mthatha 5099**: or Post to P.O. Box 1134 Mthatha, 5099.** Failure to submit any of the documents listed above will result in disqualification of your application. Faxed and emailed applications will not be considered

**Ntinga O.R. Tambo Development Agency, SOC Ltd is an equal opportunity employer, people with disabilities and women are encouraged to apply.** The Board reserves the right not to continue with the interviews and appointment if it feels no suitable candidate could be found. **If you do not hear from us within 30 days after the closing date, you may regard your application as unsuccessful**.

**Enquiries: Ms. Olwethu Gangata: Tel: 047 531 0346.**

**Closing date: 10/08/2018 at 16H00.**

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**MR. M.A. NKOSI**

**CHIEF EXECUTIVE OFFICER**

