



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified and experienced professionals

POSITION	: ECONOMIC DEVELOPMENT OFFICER
DEPARTMENT	: ECONOMIC DEVELOPMENT AND PLANNING
DIVISION	: ECONOMIC DEVELOPMENT
SECTION	: ECONOMIC DEVELOPMENT AND TOURISM
BASIC SALARY	: R 279 470. 23—R362 779.59 (T11) + MUNICIPAL BENEFITS
NOTICE	: 117 of 2021

QUALIFICATIONS AND EXPERIENCE: • Higher National Diploma in Economic Development Management or Equivalent NQF 6 • 3 years relevant experience

REQUIREMENTS AND SKILLS: Valid Code B Driver's License • Computer literacy (MS Office applications) • Proficiency in at least two (2) of the three (3) official languages of the Western Cape (read, write and speak) • Good management, human relations, interpersonal and communication skills • Analytical Skills • Ability to give attention to detail • High level of responsibility • Ability to work under pressure • Willingness to work after normal office hours and planned overtime

FUNCTIONS & RESPONSIBILITIES: • Plan, coordinate, and develop a coherent and integrated framework for economic development and tourism • Control the critical key performance areas of the functionality and provides input into the broader Economic Development objectives of Council • Coordinate applications and processes associated with the promotion and positioning of the Region as a preferred tourist destination • Responsible for the implementation and monitoring of the SMME assistance programs • Coordinate departmental activities, agricultural and trade and investment development • Conduct research with relation to economic development and that may have an impact on the current and future economic, social and environmental capabilities of the region • Attends to the preparation and submission of business plans • Facilitate and monitor community skills development projects • Administer, coordinate and manage the effective utilisation of the commonage • Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality • Keep abreast of legislative changes and emerging trends in the profession.

Work related enquiries contact: Director – Economic Development and Planning: Mr. I Gericke; igericke@plett.gov.za or on tell: 044 – 501 3302

General enquiries contact: Mr. Joseph Williams or Ms Lure Clark on telephone no: 044 501 3418.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website (www.bitou.gov.za). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be posted /hand delivered to the Human Resources Section, Bitou Municipality, Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

Please take note:

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (**Compulsory**)
3. **LATE APPLICATIONS** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area

ADV LMR NGOOO
MUNICIPAL MANAGER

CLOSING DATE: 8 JUNE 2021 @ 14H00 PM

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful. **Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**