

South Coast Tourism & Investment Enterprise, situated at 16 Bisset Street, Port Shepstone, within the Province of KwaZulu-Natal, invites suitably qualified dynamic and mature candidates whose background and experience match this challenging position. The State Owned Company seeks to appoint a highly motivated visionary and self-starter to the following positions:

Appointment to the following positions of Chief Executive Officer and Manager: Finance, HR and Administration will be on a five-year contract in terms of Sections 56 and 57 of the Local Government: Municipal Systems Act, Act 32 of 2000, as amended, read together with the Local Government: Municipal Performance Regulations, 2006 and the Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels of 2007.

The successful candidates for the above positions will be required to sign an employment contract and an annual performance agreement in accordance with the provisions of the local Government Municipal Systems Act, 32 of 2000.

Please review the Full Job descriptions/Strategic Plan which is our website: <https://www.sctie.co.za>

No late, faxed, or emailed applications will be accepted or taken into consideration during the selection process. SCTIE is committed to Employment Equity. Communication will be with short listed candidates only. If you are not contacted within three months of the closing date, please consider your application unsuccessful. Applicants must note that further checks will be conducted, and their appointment is subject to positive outcomes on these checks, which include security check, qualification verification, criminal record, credit records and previous employment. SCTIE reserves the right not to make an appointment.

CHIEF EXECUTIVE OFFICER (Ref: CEO 05/2023)

5 Year Fixed Term Contract

TOTAL REMUNERATION PACAKAGE PER ANNUM (ALL INCLUSIVE):

Between R1 200 000 – R1 620 000, negotiable.

Applications are invited from suitably qualified and experienced persons for the abovementioned post to take up office from 1 August 2023

KEY COMPETENCIES:

- A relevant post graduate qualification.
- A minimum of 10 years experience at a senior management level in the Tourism and Economic Development field.
- Experience in developing, planning, and implementing successful business strategies.
- Experience in Tourism Destination Management, Investment Attraction and Economic Development.
- A knowledge of various business functions such as Marketing, Development, Financial Management, Supply Chain Management, Human Resources, Labour Relations, and Negotiation Skills.
- Sound financial management skills, coupled with knowledge of corporate governance, risk management and performance management principles.
- Excellent verbal, written communication, and public speaking skills.
- Outstanding analytical, problem solving and team management skills.

- Excellent interpersonal and leadership skills.
- Knowledge of government systems, municipal legislation, and local economic development.
- A good understanding of the National and Provincial Economic Development Strategies.
- A good understanding of the National and Provincial Tourism Strategies and the Tourism Act.
- An understanding of global economic and international business trends.
- A good understanding of investment and tourism dynamics and market behaviour.
- Agency and stakeholder management skills.
- Proven track record and strong business acumen in Tourism, Development, and Investment Attraction.
- Previous working experience in an equivalent position would be an added advantage.

CORE RESPONSIBILITIES

- Oversee all operations and business activities of the entity.
- Develop and implement the strategic plan in alignment with the entity's mandate.
- Develop and implement the business plan.
- Drive the economic development objectives of the region and deliver on the entity's mandate to grow the economy of the district.
- Develop the organizational policies and recommend to the Board of Directors.
- Monitor organisational performance in line with the strategic objectives.
- Monitor the organisational strategic risk.
- Enforce compliance to legal guidelines, policies, and business ethics.
- Ensure good governance and financial viability of the entity.
- Ensure adherence to sound business processes, systems, and policies.
- Analyse problematic situations and suggest solutions.
- Manage an effective and efficient organisational structure.
- Develop a high performing managerial team.
- Encourage employee engagement and motivate subordinates.
- Build trusting relations with key stakeholders (private and public sectors).
- Maintain contact with shareholders (i.e., Municipalities).
- Ensure the efficient implementation of the Service Level Agreement between the Entity and the Shareholders.
- Develop and submit all statutory accountability documents on time to the Board of Directors and Shareholders.
- Represent the company as the Executive Director in the Board.
- Keep abreast of the markets and industry trends.
- Manage the KZN South Coast brand.
- Management of the records, proceedings and implementation of the Board of Directors' resolutions.

Interested persons must forward a comprehensive C.V, a covering letter and three names of contactable references as well as certified copies of qualifications. The documents should be sent through email to: recruitment@sctie.co.za with Ref **CEO 05/2023** on the subject line to: **The Deputy Chairman, Mrs EJ Crutchfield**, by no later than 8 June 2023 at 10h00. Alternatively, applications may be hand delivered to the South Coast Tourism and Investment Enterprise Head Office.

South Coast Tourism & Investment Enterprise
Head Office:
16 Bisset Street
PORT SHEPSTONE
4240

Ms. E.J. Crutchfield
Deputy-Chair
and
Ms. P.C. Mangcu
Chief Executive Officer

JOB DESCRIPTION

CHIEF EXECUTIVE OFFICER

1. Background

NEWCO is the official economic development arm of Ugu District Municipality and its family of Local Municipalities. The agency is tasked to proactively identify and unlock the full tourism and investment potential of the region. This will involve engaging with all role players to attract tourists and assist investors looking to branch out into the district uncover opportunities.

2. Key responsibilities

In executing the role, the CEO will:

- Develop and implement the strategic plan in alignment with the entity's mandate
- Develop and implement the business plan.
- Represent the company as the Executive Director in the Board.
- Develop the organization policies and recommend to the relevant Board committees.
- Develop and submit all statutory accountability documents on time to the Board of Directors and Shareholders (i.e., Municipalities)
- Ensure that the organisational mandate and objectives are met.
- Monitor organisational performance in line with the strategic objectives.
- Monitor and Improve ethics and governance.
- Monitor the organisational strategic risk.
- Enforce compliance to legal guidelines, policies and business ethics
- Ensure good governance and financial viability of the entity
- Ensure adherence to sound business processes, systems and policies.
- Analyse problematic situations and suggest solutions
- Facilitate the implementation of committees and Board resolutions.
- Oversee all operations and business activities
- Ensure the efficient implementation of the Service Level Agreement between the Entity and the Shareholders
- Develop a high performing managerial team
- Encourage employee engagement and motivate subordinates
- Build trusting relations with key stakeholders
- Maintain contact with the shareholders
- Keep abreast of the markets and industry trends

3. Key Competencies:

Technical and Functional Competencies

- Experience in developing, planning and implementing successful strategies
- MA in business or economic development field
- In-depth knowledge of corporate governance, finance and performance management principles
- A knowledge of financial and risk techniques
- A knowledge of various business functions such as marketing, development, finance, HR etc.
- Outstanding organizational and team management skills
- Analytical mindset and problem-solving orientation
- Excellent communication and public speaking skills
- Excellent interpersonal and leadership skills
- Stakeholder management skills
- Agency management skills
- Broad political, legislative and economic awareness
- An understanding of global economic and international business trends.
- A good knowledge of labour relations principles and methods
- A good understanding of Human Resources policies, practices and systems
- A good knowledge of organisational development practices
- A good understanding of Information services disciplines and platforms
- A good comprehension of procurement practices and methods
- A good knowledge of negotiation techniques
- Experience in Tourism Destination Management, Investment attraction and Economic Development
- A good understanding of the National and Provincial Economic Development Strategies
- A good understanding of the National and Provincial Tourism Strategies and the Tourism Act
- A good understanding of investment and tourism dynamics and market behaviour
- Previous working experience as CEO a plus

Behavioural Competencies

Cognitive

- A conceptual thinker who understands a situation or problem by putting the pieces together; seeing the bigger picture. Identifies patterns and make connections that are not obvious.
- A lateral thinker that creates and generates new solutions/approaches to situations.
- An individual that is able to easily identify what key/critical underlying issues are in the ambit of complex situations.

Motivator

- A collaborative individual who continually expresses a predominant concern for creating effective relationships with others; establishes win-win partnerships, trust and shared purposes. Is a team builder and player.
- An enabling person who aspires to guiding others to find, develop and appropriately use knowledge needed to perform effectively.
- This individual would need to express a keen interest in the coaching and mentoring of others together with a facilitating and leading role whilst embodying an empowering approach.

Directional

- An individual that exudes confidence and clarity in dealing with issues. This individual recognises alternatives and uncertainty. A strong expression of decisiveness and a behaviour exhibiting self- commitment crucial. A strong will expressing confidence together with measured success in actions to be taken is paramount.
- A person who influences other using persuasive techniques with the view to gain commitment for a particular position/plans/proposals/concepts. This individual would exude an air that impresses others immediately and there is a strong presence that is characterised by a sense of credit worthiness.

Achievement Oriented

- A result driven individual who continually expresses a predominant concern for doing things smarter, pioneering the required standards of excellence and seeks to accomplish critical tasks with measurable results. In addition, a task oriented toward the achievement of goals is key
- A proactive person who is driven and guided by own energy, commitments or willingness to translate ideas into action. Induces pro-activity, self-starting, self-motivating, self-management making things happen.

Service Oriented

- A relationship builder who builds and maintains relationships and networks of contacts from across all spectrums to obtain goals.

- An individual who is service oriented and expresses a predominant concern for providing help and servicing the needs of others with a strong emphasis on the customer.

Personal Effectiveness

- An individual who consistently acts and behaves in ways that are congruent and aligned with own values, company values, principles, theories and beliefs. Includes congruence, trustworthiness, reliability and internal consistency.

Decisiveness

- Is able to make final judgement and determination about issues and actions related to the performance of the organisation as a whole.

Accountable

- Is responsible and accepts consequence of actions/decisions taken that would impact on the overall organisational performance.