



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 position.

Appointment to the position of Chief Executive Officer 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 candidate for the above position 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.

JOB PURPOSE: The incumbent shall be responsible formulating the strategy formulation of the organization, and oversee the implementation of the Agency's long and short-term plans in accordance with its strategy. Accountable to the Board, the role will entail spearheading the agency's operations to ensure sustainable, efficient, quality and strong service orientations; facilitating economic development through development and implementation of economic, trade and investment strategies and programs for the District; overseeing the development of annual budget for approval by the Board and the Shareholder; facilitating the development and implementation of financial management systems, procedures and terms of the MFMA and other relevant legislation; ensuring reporting on organizational performance to the Board and stakeholders

CHIEF EXECUTIVE OFFICER (Ref: CEO 01/2025)

5 Year Fixed Term Contract

TOTAL REMUNERATION PACKAGE PER ANNUM (ALL INCLUSIVE):

Between R900 000 – R1 300 000 (negotiable)

Applications are invited from suitably qualified and experienced persons for the abovementioned post to take up office ideally on or before 1 October 2024.

Please review the full advert, which can be found on our website: <https://www.sctie.co.za/careers/> –for the relevant requirements and submission of applications.

QUALIFICATIONS AND EXPERIENCE:

- A relevant Post Graduate qualification, with a preference for a Masters qualification in either Business Management / Administration, Economic Development, Finance / Leadership and Investment or related fields.
- Certificate in Municipal Finance Management or Certificate Programme in Municipal Development (CPMD) in line with Minimum regulations on competency levels of 2007 **will be a added advantage or if not in possession, will be required to obtain the certificate within a period of 18 months of being appointed.**
- A minimum of 10 years' experience at a senior management or executive level, with at least 5 years, being in driving Local Economic Development.
- Experience in growth management and or investment attraction and retention programmes, and Tourism Destination Management.
- A knowledge of various business functions including Marketing, Development, Financial Management, Supply Chain Management, Human Resources, Labour Relations.
- Proven track record and strong business acumen in Tourism, Development, and Investment Attraction.
- Proven track record in stakeholder management in both the public and private sectors.
- Proven track record and experience in developing, planning, and implementing successful business strategies.
- Previous working experience and proven track record in packaging bankable business and investment opportunities.
- Previous working experience in an equivalent position would be an added advantage.
- A valid driver's license

TECHNICAL KNOWLEDGE / EXPERTISE:

- 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.

KEY COMPETENCIES:

- Sound financial management skills, coupled with knowledge of corporate governance, risk management and performance management principles.
- Outstanding analytical, problem solving and team management skills.
- Excellent verbal, written communication, and public speaking skills.
- Excellent interpersonal and leadership skills.
- Sound negotiation skills.
- Ability to represent the entity at various national and international platforms.
- An understanding of global economic and international business, investment and tourism trends.
- A good understanding of investment and tourism dynamics and market behaviour.

CORE RESPONSIBILITIES

- Represent the company as the Executive Director in the Board.
- Ensure the efficient implementation of the Service Level Agreement (SLA) between the Entity and the Shareholders.
- Develop and submit all statutory accountability documents on time to the Board of Directors and Shareholders
- Management of the records, proceedings and implementation of the Board of Directors' resolutions.
- Develop and implement the strategic plan in alignment with the entity's mandate.
- Develop and implement the business plan.
- Drive the investment, economic development and tourism objectives of the region and deliver on the entity's mandate to grow the economy of the district.
- Develop and recommend the organizational policies to the Board of Directors.
- Oversee all operations and business activities of the entity.
- Manage and monitor organisational performance in line with the strategic objectives.
- Align financial modelling to ensure the financial viability of the entity.
- Monitor and mitigate the organisational strategic risk.
- Ensure compliance to legal guidelines, policies, and business ethics.
- Ensure good governance, adherence to sound business processes, systems, and policies.

- Conduct situational and environmental analysis and risk assessment.
- Manage an effective and efficient organisational structure.
- Develop a high performing managerial team.
- Encourage employee engagement and motivate subordinates.
- Build and maintain effective relations with key stakeholders (private and public sectors).
- Manage the South Coast brand.

Interested persons must forward the completed Application Form, along with an Application letter, and a Comprehensive C.V which must include 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 01/2025** on the subject line to: **The Chairman, Mr. SC Dlomo**, by no later than 28 August 2024 at 10h00. Alternatively, applications may be hand delivered to the South Coast Tourism and Investment Enterprise Head Office, 16 Bisset Street, Port Shepstone, 4240.

Telephonic enquiries: Ms S Singh 039 682 7944

No late, or faxed applications will be accepted.

Communication will be with short listed candidates only. Applicants who are not contacted within three months of the closing date are to consider the 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.

SC DLOMO

Chairman of the Board



APPLICATION FOR EMPLOYMENT: South Coast Tourism & Investment Enterprise

TERMS AND CONDITIONS

1. The purpose of this form is to assist the entity in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information must be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist the entity to expedite recruitment and selection processes.
4. All information received will be treated strictly confidentially and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist the entity with the recruitment, selection and appointment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)

A. DETAILS OF THE ADVERTISED POST	
Advertised post applying for	
Reference number	
Name of Entity	
Notice service period	

B. PERSONAL DETAILS				
Surname				
First Names				
ID or Passport number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability ?			Yes	No
If yes, elaborate				
Are you a South African Citizen			Yes	No
If no, what is your Nationality ?				
Do you hold any political office in a political party, whether in permanent, temporary or acting capacity? If yes, provide information below				No
Political Party:	Position:	Expiry date:		
Do you hold a professional membership with any professional body? If yes, provide information below				No
Professional Body:	Membership number:	Expiry date:		

C. CONTACT DETAILS				
Preferred language for correspondence?				
Telephone number during office hours				
ID or Passport number				
Preferred method of communication (Mark with an X)	Post	E-mail	Fax	
Gender			Female	Male
Do you have a disability			Yes	No

D. QUALIFICATIONS			
Name of School / Technical College	Highest Qualification obtained	Year obtained	
Name of Institution	Name of Qualification	NQF Level	Year obtained

E. WORK EXPERIENCE (Additional information may be provided in your CV)						
Employer (starting with most recent)	Position	From		To		Reason for leaving
		MM	YY	MM	YY	
If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment:				Yes		No
If yes, provide the name of the previous institution						

F. DISCIPLINARY RECORD		
Have you been dismissed for misconduct on or after 5 July 2011?	Yes	No
If yes, Name of the Municipality / Institution		
Type of Misconduct / Transgression		
Date of Resignation/Disciplinary case finalised		
Award / Sanction		
Did you resign from your job on or after 5 July 2011 pending finalisation of the disciplinary proceedings? If yes, provide the details on a separate sheet.	Yes	No

G. CRIMINAL RECORD		
Were you convicted of a criminal offense involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide the details on a separate sheet.	Yes	No
If yes, Type of criminal act		
Date of Criminal case finalised		
Outcome / Judgement		

H. REFERENCE				
Name of Referee	Relationship	Tel (office hours)	Cell phone number	Email

I. DECLARATION	
<i>I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification of my employment contract, if appointed.</i>	
Signature:	Date: