



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 Coordinator PMU

We are looking for a motivated individual ready to take full ownership of projects—from initiation to successful completion—ensuring timely delivery, budget compliance, and exceptional quality.

In this role, you will lead cross-functional teams, manage external partners, and foster seamless collaboration across stakeholders. You will play a pivotal role in defining project scope, driving progress, and implementing process improvements that enhance delivery across the entity

Please review the Full Job descriptions 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.

Coordinator PMU (Ref: CORD PMU 01/2026)

TOTAL REMUNERATION PACAKAGE PER ANNUM (NEGOTIABLE):

Between R 430139.40 TO R 510914.28

Applications are invited from suitably qualified and experienced persons for the abovementioned post.

Skills and Competency Requirements

- A relevant matric or equivalent grade 12 qualification
- Bachelor's degree in Economic Development, Project Management, Urban and Regional Planning, Sustainability or related field.
- Professional registration candidate will be advantageous.
- A minimum of 2 years relevant experience in a Development Management space.
- A valid South African CODE B driver's license
- Advanced computer literacy (Microsoft Office)

- Strong understanding of investment promotion, economic development, and project management frameworks.
- Proven ability to engage investors, resolve project challenges, and coordinate multi-stakeholder processes.
- Excellent analytical, communication, report-writing, and presentation skills.
- Good initiative, planning, and time management abilities.
- Knowledge of tourism markets, investment trends, and economic development dynamics.
- Demonstrated business acumen and ability to build strategic partnerships.
- Experience in development projects, investment facilitation, or local economic development will be an advantage.

CORE RESPONSIBILITIES

1. Investment Attraction & Facilitation

- Identify and promote investment opportunities in key growth sectors across the district.
- Engage with investors, developers, and funding institutions to secure project financing.
- Maintain an updated database of investment projects and land-use opportunities.
- Guide investors through planning and regulatory approval processes to fast-track implementation.
- Lead deal structuring, contract drafting, and negotiation to ensure compliant, mutually beneficial agreements.
- Provide post-investment support and aftercare to sustain investor confidence and long-term project success.

2. Project Management & Implementation

- Manage projects from inception to handover, including planning, budgeting, implementation, and close-out reporting.
- Conduct PMS services for the Annual Performance Plan and quarterly reporting
- Define project scope, develop implementation plans, and oversee procurement and contractor performance.
- Monitor project timelines, quality standards, and budget adherence to ensure delivery excellence.
- Prepare progress reports, risk assessments, and project completion documentation.
- Coordinate with municipal project management units, engineers, and planning departments to align infrastructure development with investment priorities.

3. Economic Development & Market Intelligence

- Compile and maintain updated sector investment profiles and economic intelligence to inform strategic planning.
- Conduct economic impact assessments and feasibility studies for proposed projects.
- Monitor market trends and identify factors influencing investment flows within the Ugu District.
- Support the development of investment-friendly policies in partnership with local municipalities and provincial stakeholders.

4. Property & Asset Management

- Maintain an updated inventory of municipal and strategic properties suitable for investment or redevelopment.

- Work with property owners, developers, and government agencies to unlock idle or underutilised land for investment.
- Ensure compliance with property management policies and contribute to the maintenance and sustainability of SCTIE owned or managed assets

5. Stakeholder Engagement & Partnerships

- Facilitate Public-Private Partnerships (PPPs) and coordinate investor relations activities.
- Organise investment forums, trade fairs, and business networking events to promote district opportunities.
- Work closely with local municipalities, traditional authorities, businesses, and community organisations to align investment initiatives with economic and social priorities.
- Strengthen intergovernmental collaboration for integrated project delivery.

6. Policy, Compliance & Project Support

- Ensure all projects comply with planning, environmental, and ESG standards.
- Assist in streamlining municipal regulatory processes to reduce red tape and improve investor turnaround times.
- Identify investment barriers and propose actionable solutions to enhance the district's business environment.
- Support project monitoring and evaluation, reporting progress against milestones and impact indicators.
- Spearhead the design and operationalisation of structured trade finance instruments tailored for infrastructure and SMME growth.

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 **CORD PMU01/2026** on the subject line to: **The Chief Executive Officer**, by no later than 01 December 2025 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

Dr VI Sibiya
 Chief Executive Officer