

CHIEF EXECUTIVE OFFICER

(REF. No: CEO/CDA/20220622)

36 months fixed term contract [*subject to the availability of funding*]

About The Cacadu District Development Agency (CDDA)

The Cacadu District Development Agency (CDDA) is a public sector, municipal owned and not-for-profit organization whose mandate is to facilitate socio-economic development in the Sarah Baartman District area with a clear vision of inclusive growth.

Working in partnership with the private sector, innovation institutions, civil society, national and provincial spheres of government, local and foreign investor entities, the CDDA brings value to the entire area by embarking on a range of initiatives that will positively impact on new enterprise development, black ownership of means of production, jobs & wealth creation activities.

The CEO of CDDA reports to an independent Board of Directors.

Purpose of the position of Chief Executive Officer

The Chief Executive Officer (CEO) will position the CDDA to meet its mandate in support of the municipality's development imperatives and strategies in the sectors targeted for development, and as stipulated in the IDP; Provincial and National Government Industrial Development Strategy Documents. He / she will assume all responsibilities of an Accounting Officer driving business development in the district in terms relevant legislation and policy, especially the Municipal Finance Management Act (MFMA).

The CEO will lead the implementation of CDA strategy, manage the staff & key stakeholder relationships and ensure provision of the resources required for effective functioning, on-going transformation, growth and sustainability of CDDA in the short and longer term.

Key Responsibilities

1. to ensure that the strategic direction, financial administration and commercial functions of the CDDA are sound, in order to effectively fulfil the overall economic developmental mandate of the CDDA.
2. provide lateral strategic leadership, coordination capacity, analytical and negotiating skills to promote investment, establish and communicate shared development visions, and prepare a pipeline of implementation-ready property developments and capital works projects
3. develop, manage and maintain strong stakeholder relationships whose outcome is a productive relationship between the community, private and public sector, with a strong reliance of corporation from civil society and innovation institutions.
4. strengthen the CDDA staff team, oversee and manage the sustaining of a continuous programme of training and development for management and staff in order to advance with changing times and technology, and thus ensure the on-going professional delivery of developments
5. lead the preparation of the annual business plan in line with the CDDA, parent municipality and provincial & national government industrial development objectives
6. report and communicate all activities and developments to the Board and parent municipality as well as to other relevant funding entities as periodically required, through formal reports in line with relevant legislation, organisational policy and funding requirements prescripts.

Minimum Requirements

- A relevant higher education degree, at post graduate level.
- Ten (10) years Senior Management experience OR equivalent with a demonstrable proven track record as a successful executive in driving inclusive growth; able to drive and advocate socio-economic transformational

change.

- Able to demonstrate leadership, management of strategic partnerships and stakeholder relationship management.
- Knowledge and experience in project management with local economic development being an added advantage.
- Experience in relation to economic and enterprise / SMME development and economic policy frameworks.
- A thorough understanding of corporate governance, financial management, risk management and performance management principles.
- An understanding of the South African government structures, Economic Policy Framework and Strategies as well as international funding landscape for enterprise development. A demonstrable experience in leveraging funding for enterprise development.
- Experience in economic and enterprise development activities.
- Possess excellent communication and public speaking skills.

Salary package will be commensurate with experience and relevant tertiary qualifications and aligned to the Upper Limits of Total Remuneration Packages Payable to Municipal Managers for a Grade 3 entity (Parent Municipality).

The term of the contract is 3 years and it is subject to the availability of funding. The successful candidate will be required to sign an employment contract and performance agreement; disclose his/her financial interests and undergo pre-employment screening, security vetting and competency assessments as part of the recruitment process.

The successful candidate will also be required to complete, within a reasonable period of time, the mandatory minimum competency level requirements for senior managers in municipal entities as stipulated in the regulations as issued by National Treasury (government gazette 29967).

The CDDA is an equal opportunity employer, committed to the Employment Equity Act (55 of 1998). Previously disadvantaged individuals and people with disabilities are encouraged to apply.

CLOSING DATE: Thursday 11 July 2022 @ 12h00

Application forms clearly marked **CHIEF EXECUTIVE OFFICER POSITION**, [to be downloaded from CDDA website – www.cacadudevelopment.co.za], with detailed *curriculum vitae*, certified qualification and at least five (5) references can be posted to Cacadu Development Agency, P.O. Box 318, Port Elizabeth, 6000 or deposited in the official application box, at the CDA offices, Ground Floor, Old Standard Bank Building, 32 Govan Mbeki Avenue, Port Elizabeth, Port Elizabeth 6001 or emailed to: recruitment@cacadudevelopment.co.za.

Enquiries: All enquiries should be directed to zsibeko@cacadudevelopment.co.za.

The following conditions are applicable:

*All applications or CVs received after the closing date will **NOT** be accepted.*

*All faxed, Public institution Z83, Department of Labour, Sarah Baartman District Municipality or Nelson Mandela Metro Municipality application forms will **NOT** be accepted.*

The Board reserves the right not to make an appointment. The CDDA also does not notify applicants whose applications were unsuccessful except those invited for interviews. Applicants not contacted within six weeks of the closing date should accept that their applications were unsuccessful; however they are thanked for showing interest in the CDDA.

NOTICE NO. 1 OF 2022

MR A F TAAI, CHAIRPERSON OF THE BOARD OF DIRECTORS – CACADU DISTRICT DEVELOPMENT AGENCY