



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

Applications are invited from suitably qualified and experienced applicants to fill the following post:

**DIRECTORATE OF ECONOMIC DEVELOPMENT AND AGENCIES**

**TRADE CO-ORDINATOR - TRADE, INDUSTRY & SECTOR DEVELOPMENT: ECONOMIC  
DEVELOPMENT & AGENCIES**

**TASK GRADE 12: R 549 921.76**

**(Total Package: R 698 167.00 per annum subject to certain conditions)**

**Ref. No. 39/24**

**Requirements:**

- Three (3) year qualification in Business Administration or relevant qualification
- Valid code B/EB driver's licence
- Three (3) years relevant experience

**Key Performance Areas:**

- Identifies and verifies business opportunities related to export for the City
- Research and identifies comparative and competitive advantages within the targeted sectors for potential trade opportunities locally, nationally and internationally
- Establishes and maintains contact with key role players or stakeholders
- Promotes Buffalo City as a premier trade and investment location
- Coordinate seminars, workshops and training programmes for existing emerging and aspirant exporters
- Analyse trade statistics data to improve trade marketing
- Manage and organise trade shows for exporters to participate in
- Facilitate access to export incentives for local businesses
- Identify export promotion initiatives and execute trade missions and exhibitions in collaboration with relevant organisations
- Work with emerging, existing and seasoned exporters including organised business as well as export bodies
- Foster strong inter-governmental and international relations to enable a smooth environment for trade
- Provide regular reports to Council and stakeholders

**Competencies as listed below:**

**Project Management**

- Excellent co-ordination and project management skills

**Research and analysis**

- Able to work independently and manage the analysis components of research projects as assigned

**Interpersonal relations**

- Able to establish rapport and gets on with others across different cultures.

**Business Development/Advisory Support**

- Share information openly whilst respecting the aspect of confidentiality

**Enquiries regarding the above posts can be made to Mr Z. R. Shweni on 043 705 2706 or Ms M. Naidoo on 043 705 2750**

**APPLICANTS WILL NOT BE REQUIRED TO COMPLETE AN APPLICATION FORM**

Candidates who are suitably qualified as per the minimum requirements for the post set out in the advertisement are to submit a copy of their curriculum vitae together with a covering letter, along with the relevant required documentation for a specific post. (i.e. certified copies of certificates not copies of certified copies, diplomas, degrees, Identity Document and drivers' licenses, where applicable). Non-submission of the required supporting documentation may disqualify a candidate. Candidates are advised that the obligation rests upon them to demonstrate that they meet the minimum requirements specified for the post. Any candidate who does not meet the minimum requirements will be automatically disqualified.

Fraudulent qualifications or any information submitted and the canvassing of councilors or officials will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent submissions may also lead to criminal charges being laid against persons involved in submission thereof.

Candidates will be required to undergo a defensive driving or physical/practical test where applicable.

Buffalo City Metropolitan Municipality reserves the right not to fill any or all of the positions advertised at the sole discretion of Council.

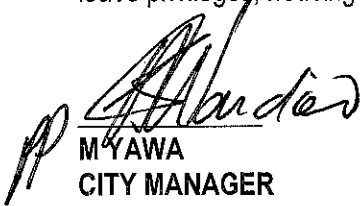
**Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.**

**CLOSING DATE: 10 December 2024**

**NOTE: The Buffalo City Metropolitan Council is committed to the provisions of the Employment Equity Act (Act No. 55 of 1998) for the advancement of previously disadvantaged and disabled persons.**

**Should candidates not be notified of the outcome of their applications within twenty-eight (28) days of the closing date, they may regard themselves as having been unsuccessful.**

Benefits include subsidized pension, 13<sup>th</sup> cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.

  
M YAWA  
CITY MANAGER

Web Advert: 27 November 2024