



EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO. 01/2024/2025

Applications are hereby invited from suitably qualified persons for the following position:

CEO's OFFICE

CHIEF EXECUTIVE OFFICER (CEO)
FIVE YEAR FIXED TERM CONTRACT
ALL-INCLUSIVE TOTAL REMUNERATION PACKAGE: R 913 000- R1 123 000

THE INCUMBENT WILL BE REPORTING TO THE BOARD CHAIRPERSON STATIONED IN PORT ST JOHNS DEVELOPMENT AGENCY.

JOB PURPOSE: The incumbent shall be responsible for leading the strategy formulation of the organisation and overseeing the implementation of the Agency's long and short-term plans by 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 the development and implementation of economic, trade, and investment strategies and programmes for the municipality; overseeing the development of the annual budget for approval by the Board and Shareholder; facilitating the development and implementation of financial management systems, procedures in terms of MFMA and other relevant legislation; ensuring reporting on organisational performance to the Board and stakeholders.

REQUIREMENTS:

- Postgraduate qualification in Commerce/Law/Business Administration/ Strategy or Development Studies or any qualification related to the field registered on the South African Qualifications Authority at NQF Level 8.
- M Degree/Masters in Business Administration will be an added advantage

- Certificate in Executive Leadership /Municipal Finance Management or Certificate Programme in Municipal Development (CPMD) in line with Minimum regulations on the competency level of 2007
- A minimum of 5 years of work experience at the Senior or Executive Management Level in driving economic development, growth management, and/or investment attraction and retention programs preferably in Local Government.
- Fulfil duties of the Agency as directed by Companies Amendment Act No 71 of 2008, KING IV report, Municipal Systems Act of 2000 as amended, and any other relevant legislation.
- Knowledge of Local Government environment
- Have a proven successful Institutional transformation within Public and Private Sector.
- Demonstrate knowledge of MFMA, MSA, Treasury Regulations, and application of the Companies Act.
- Work experience in a municipal entity **will be an added advantage**.
- Demonstrate experience and knowledge in project conceptualization and resourcing, including funding structuring and investment facilitation.
- A valid driving license.

KEY PERFORMANCE AREAS

- Strategic Planning and Management
- Operational performance management and monitoring
- Forge and maintain strategic relationships
- Budget Planning and Management
- Build and manage a team of professionals to achieve the strategic objectives

KEY COMPETENCY SKILLS:

- Knowledge of the Local Government sector, policies, and applicable legislation.
- Knowledge and understanding of institutional governance systems and performance management.
- Knowledge of Supply Chain Management Regulations and Preferential Procurement Policy Framework Act No. 05 of 2000
- Knowledge, information management, and Communication.
- Knowledge of coordination and oversight of all specialized support functions.
- Strategic direction and leadership.

- People management.
- Programme and project management.
- Change leadership.
- Strong and Governance leadership.
- Must complete Minimum Competency requirements (MFMA)

The Agency subscribe to the principles o Employment Equity which encourage previously disadvantaged persons and people with disability to apply.

Applications must be forwarded through email to [ceorecruitment @psimunicipality.gov.za](mailto:ceorecruitment@psimunicipality.gov.za) or hand delivered to PSJ Development Agency Human Resources Office not later than 18 June 2025

Applications must be accompanied by a covering letter a comprehensive Curriculum Vitae and certified copies of identity document and qualifications. Appointment is subject to appropriate security clearance, assessment as well as reference checks for all positions. Failure to submit requested documents will result in your application not being considered. Fraudulent qualifications or documents will immediately disqualify any application. Canvassing shall disqualify any candidates from being considered for appointment

All applications should be forwarded through **email / post or hand delivered** .The email address to be used is ceorecruitment@psimunicipality.gov.za. Hand-delivered at Port St Johns Development Agency Tourist Information Centre in the town entrance or posted to P.O. BOX 253, Port St Johns, 5120.

NB: 1. Applications submitted after the closing date will not be considered.

2. Applicants who are not contacted within 30 days of the closing date should deem their applications unsuccessful.

Enquiries: Miss T. Sotshozi (071 403 2006)

Closing Date: 2025/06/18

All application must be clearly marked for the attention of Mr. A. Peyana , BOARD CHAIRPERSON: PORT ST JOHNS DEVELOPMENT AGENCY.

The agency reserves the right not to fill the position. **Applicants who have applied before are encouraged to re-apply.**

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MR A. PEYANA

CHAIRPERSON: BOARD OF DIRECTORS