

Advisor: Economic Development
Based in North West (Klerksdorp) Ref: 26/07/06
Cluster: Municipal Finance, Fiscal Policy and Economic Growth
Remuneration package: A competitive salary package
12 Months Fixed-Term Contract

“Our promise to our employees is to give them an opportunity to grow their careers through experiences and connections that inspire them to make an impact.”

ROLE OVERVIEW Reporting to the **Senior Advisor: Economic Growth and Investments**, the incumbent shall facilitate the implementation of key National, Local Economic Growth and Investments related programmes/ projects/interventions; and ensure timeous completion of it, within budgets. Provide advice, support and build institutional capacity in municipalities to drive economic growth and investments at local levels.

THE CANDIDATE PROFILE

- High degree of self-management, pro-activeness and creativity
- Resilient and Tenacious
- A dynamic, motivated self-starter with high levels of emotional maturity
- Consultative and Informed
- Customer service orientation
- High integrity and ethics
- Team Player
- Represent and project a positive and professional image of SALGA
- **Culture fit:** SALGA desires an individual who will share and buy-in, in our core values, mission and vision, demonstrating a commitment to our ethos beyond just doing the job

QUALIFICATIONS AND EXPERIENCE

- A relevant tertiary Degree in (Economic Development/ Development Management/Economics)
- Valid Driver's License and frequent travelling
- At least 3 years' relevant experience of which at least 1 years have been at an equivalent level within a medium to large size organisation
- Demonstrates a sound understanding of the Local Government Sector and issues relating to area of speciality

KEY PORTFOLIO AND PERFORMANCE FOCUS AREAS

- **Economic Development Focus areas:** Facilitate the positive disruption of the system to better enable municipalities to connect communities through community services such as economic development; Facilitate the establishment of economic development coordination and participation structures within Local, District and Metropolitan Municipalities e.g. Local Economic Development Forum; Assessing existing small scale economic development projects funded by external stakeholders; Submit reports to the Economic Development Working Group; Deal with any other matter delegated.

- **Research and Benchmarking:** Collects, categorises and tracks relevant information required for specific tasks and projects; Perform support activities to benchmarking exercises under guidance from senior and Specialists; Provide administrative support with the arrangements of knowledge sharing / peer learning sessions/ presentations to SALGA staff and external stakeholders. May include providing inputs to content and packaging of information for the sessions; Support the gathering and channelling of information to build and update municipal profiles; Under leadership and guidance from Senior Advisor perform desktop research on issues related to municipal challenges within the sector/ professional discipline (Collect data, examine relevance and synthesise).
- **Representation & Other Lobbying and Advocacy:** Attend policy conferences in topics related to area of accountability; Represent municipalities at relevant forums/ meetings/ committees within the sector/ professional discipline; Support the development of reports to the working groups; Support the Senior Advisor to develop content on a number of complex issues relevant to a SALGA position for mandating; Understand the national and provincial governance structures of SALGA and the institutional structures of the Sector/Professional discipline and key role players in the area of specialization.
- **Support Advice and Capacity Building:** Guide, support and provide advice to municipalities in the areas of focus/ professional discipline in accordance with the programme plan; Provide hands-on support to strengthen municipal capacity/ improve programme implementation; Implement the capacity building strategy and associated programmes in municipalities; Coordinate the logistical arrangements for training programmes/ peer learning sessions in the areas of focus/ professional discipline.
- **Programme Monitoring and Evaluation and Reporting:** Implement project management methodologies and disciplines; and support the management of the full project cycle on assigned projects including M&E; Ensure that projects are conducted against contract specification and payments are based on agreed milestone; Maintain records as per SALGA policy and ensure that all project records are uploaded into the company knowledge management system; Support the reporting on progress against milestones; Support the preparation of audit files for each project prior to audit; Monitor the impact and the role that municipalities play BBBEE.
- **Stakeholder Management:** Build partnerships with relevant stakeholders to ensure programme success and to increase SALGA's capacity to make an impact; Ensure appropriate and timely communications with all stakeholders; Support the creation of reports to communicate about the programme and provide updates for website; Within the scope of area of accountability build and maintain relevant stakeholder relationships/ partnerships in the area of responsibility.
- **Governance, Compliance and Risk Management:** Ensure compliance with organisational policies and procedures. Support the identification and mitigation of organisational and operational risks identified in the area of responsibility/ professional discipline; Uphold sound corporate governance principles in the day-to-day operation of the area of responsibility/ professional discipline.

- **Teamwork:** Implement the performance management and development processes in SALGA to drive high performance on an ongoing basis; In line with the SALGA organisational culture, align personal and organisational values for improved performance; Support organisational priorities and the implementation of resource mobilisation systems and processes; Support the Executive and Senior Management Team in building a high-performance culture in SALGA; Work as a multi-disciplinary and integrated team to find possible solutions to complex challenges in municipalities.

Suitably qualified and experienced candidates can apply on www.cvspaces.co.za:

Closing Date: 14 July 2026

NOTE: Communication will be limited to short-listed candidates only. SALGA reserves the right not to proceed with the appointment for any of the vacant position. All appointments will be made in line with the SALGA'S

Employment Equity Plan 