



UMhlosinga Development Agency SOC Limited (UMDA) is an Economic Development Agency that is wholly owned by uMkhanyakude District Municipality. UMDA's key objective is to generate sustainable economic growth and development, through projects which benefit the local communities and residents of the District. Infrastructure development is key to economic development and in our case includes highly developmental and commercially sustainable projects in sectors such as energy, aviation, tourism, agribusiness, industrialization and urban development. UMDA requires the services of a project finance and fundraising officer to support the organization in origination, development, due diligence, fundraising and implementation of infrastructure financing projects.

POST NO.01/2018/19
JOB TITLE: PROJECT FINANCE AND FUNDRAISING OFFICER
SALARY MARKET RELATED
(Five years contract position)

Requirements:

- Bachelors Degree in Commerce, Finance, and Economics
- Relevant post graduate degree in Business, Finance, Accounting or related field is desirable;
- High level of structuring and credit analysis skills;
- Experience in the construction and modification of project finance models and general fundraising is required
- At least 5-year demonstrable experience undertaking successful project finance, structured finance, other long terms financing or PPP transactions; (a deal sheet should be submitted with the application)
- Experience of risk management in relation to project finance, structured finance, fundraising or cash flow based lending and/or treasury operations are required.

Job Task

- Assist in the origination of a pipeline of infrastructure finance projects and screen investment opportunities;
- Identifies with programme and projects that support the broader strategy of job creation, economic growth, empowerment and skills development of small, micro and medium enterprises.
- Undertake and manage the necessary due diligence, financial modeling and risk analysis;
- Facilitate or lead active relationships with commercial lenders and other financial partners in the country and beyond as well as with developers, investors and governments
- Support or lead the internal project packaging process including interface with funders, financiers, sponsors and professionals appointed by UMDA as well as management and the Board.
- Ensure that appropriate documentation is successfully concluded in line with approvals;
- Prepare fundraising proposals in line with the strategy of the organization
- Develop and implement an investment promotion programme for the district
- Develop and implement entity risk in line with business strategy.

Key Competencies:

- Proactively applies relevant international best practice to own work;
- Overcomes unexpected difficulties and challenges to produce results;
- Works effectively with diverse colleagues in own and other departments;
- Consistently seeks and addresses feedback on own performance;
- Actively supports work improvement and/or organizational change by work or deed

- Good understanding of Development Agencies.
- Business planning, strategy and funding proposal writing.
- Project packaging skills.

POST NO.02/2018/19
JOB TITLE: HUMAN RESOURCE OFFICER
SALARY 240 000.00

Requirements:

- Three year qualification in Human Resource Management or Equivalent;
- At least two years relevant experience;
- Pastel payroll and HR will be added as advantage

Job Tasks

- Contribute towards the formulation, development and on-going review of Human Resources policies and procedures in order to ensure equality and consistency in Human Resources approaches.
- Provide support to UMDA management and staff by interpreting HR policies, procedures and conditions of service in order to ensure that there is consistency in the application thereof;
- Support Management in procurement of human resources through recruitment, selection and appointment in order to ensure that the UMDA's human resources requirements are met;
- Ensure that all recruitment of staff is in line with UMDA's policy of equal opportunity.
- Administer all types of leave by issuing, recording and capturing all types of leave.
- Processing of correspondences associated with confirmation of employment, contracts, regret letters as well as termination of services.
- Completing standardised forms and documentations reflecting details/information and descriptions in respect of appointment/terminations instructions.
- Maintaining and updating personnel information with respect to changes in employment/personal status.
- Assist employees to make changes to their details eg. Banking details, pension, conditions of service and social schemes.
- Rendering administrative services in the recruitment process eg. Making schedules and notifying all stakeholders.
- Arranging and proving information on matters such as gender, employment levels, race groups and disabilities as required in line with employment equity.
- Rendering administrative services in the PAYROLL that include ; calculate and capture all aspects of payroll; run payroll at month end; ensure deductions process accurately and capture HR info onto system and produce reports
- Attend to all personnel management functions
- Assist in maintaining and developing the skills development function / strategy for UMDA
- Assist to draft, implement, monitor and manage a suitable UMDA skills development strategy that will conform to the business strategy.
- Conduct a skills gap analyses to determine the skills status / shortages.
- Monitor, manage and administrate all internal and external training

Key Competencies:

- Overcomes unexpected difficulties and challenges to produce results;
- Works effectively with diverse colleagues in own and other sectors;
- Consistently seeks and addresses feedback on own performance;
- Actively supports work improvement and/or organizational change by work or deed;
- Computer Literacy
- Good analytical, presentation and writing skills

POST NO.03/2018/19
JOB TITLE: INFRASTRUCTURE MANAGER
SALARY MARKET RELATED

Requirements:

- A three year tertiary qualification in Civil Engineering plus project management.
- 3-4 years management experience in Civil Engineering's and project management
- Computer literacy in MS Software packages viz. Word, Excel, Project, etc.
- A valid code B driver's license.
- Good communication and presentation skills.
- Registration with the Engineering Council of South Africa (ECSA) will be an added advantage

Job Tasks

- Render technical support for and evaluate proposed projects in alignment with the respective UMDA business strategy.
- Project manage the labour intensive projects in line with the Expanded Public Works Programme framework related to reporting requirements as per infrastructure guidelines.
- Arrange regular project progress meetings with service providers.
- Ensure compliance with all legal aspects and conditions as required from the different spheres of government.
- Conduct site visits/meetings to ensure compliance with the business plan conditions as per infrastructure guidelines.
- Approval of designs and contractor management.
- Verify payment certificate and prepare monthly payments schedule documents for infrastructure funded projects.
- Monitor and evaluate projects.
- Develop business plan and with other related infrastructural programmes.
- Liaison with other spheres of Government, Municipalities, board and the public.
- Financial control of projects and operating budgets.
- Ensure implementation of all municipal projects, Performance Management System, policies and procedures of the municipal entity.
- Make and enforce airport rules and regulations. Plan and supervise maintenance and safety programs. Negotiate leases with airport tenants, such as airlines. Survey future needs of the airport and make recommendations. Set up the airport budget. Promote the use of the airport and runs an aircraft repair station, sells aviation fuel, gives flight lessons, and offers air taxi or charter flights.
- Any other duties that may be assigned by the CEO.

Key Competencies:

- Overcomes unexpected difficulties and challenges to produce results;
- Works effectively with diverse colleagues in own and other departments;
- Consistently seeks and addresses feedback on own performance;
- Actively supports work improvement and/or organizational change by work or deed;
- Good understanding of Development Agencies and their legal framework;
- Good analytical, presentation and writing skills

POST NO.04/2018/19

**JOB TITLE: TOURISM MANAGER
SALARY MARKET RELATED**

Requirements:

- Relevant 3 year tertiary qualification i.e. National Diploma with Quality Management or Tourism related component.
- Valid motor vehicle driver's license (Code B).
- 3-4 years management experience in tourism industry
- Computer Literacy.

Job Tasks

- Develop an operational plan for the branch and manage the SDBIP section of product quality.
- Ensure that a quality management system is developed, evaluated and monitored.
- Manage the process of tourism site inspection by allocating areas and assignments to inspectors.
- Provide strategic oversight and management to the development of a through inventory of all tourism assets, products, heritage site culture and adventure experience within demarcated area.
- Identify strategic partners in the product quality arena.
- Represent the Senior Manager Business intelligence and product quality at any meeting where presence is required.
- Represent the UMDA at product quality related workshops, meeting and conferences.

Key Competencies:

- Overcomes unexpected difficulties and challenges to produce results;
- Works effectively with diverse colleagues in own and other departments;
- Consistently seeks and addresses feedback on own performance;
- Actively supports work improvement and/or organizational change by work or deed;
- Good understanding of Development Agencies and their legal framework;
- Good analytical, presentation and writing skills

Interested parties must forward their applications and enquires to CFO, Mrs. SQ Mntambo, UMDA (uMhlosinga Development Agency), and hand delivered to lot 308 Ebony Crescent, Mtubatuba 3935 or post them to Umhlosinga Development Agency, Box 367, St Lucia, 3936. Fax applications will not be accepted. The application must include motivation letter, detailed CV with 3 contactable references and table with projects completed where funding was obtained.

Closing date for applications will be **12 July 2019**, (if you have not heard from UMDA within two (3) months of the closing date, please accept that your application was unsuccessful.

UMDA is committed to the principles of Equipment Equity and Equality Employment Opportunities.

.....
Ms. Nandipha Bam
ACTING CHIEF EXECUTIVE OFFICER

.....
DATE