



Address all correspondence to:  
Kopanong Local Municipality  
Private Bag X23  
The Municipal Manager  
TROMPSBURG  
9913  
[lebo@kopanong.gov.za](mailto:lebo@kopanong.gov.za)

Tel: 051- 7139200  
Fax: 051-7130292

## VACANT POSITION

Kopanong Local Municipality subscribes to the principles of Affirmative Action and its administrative offices are situated in Trompsburg, 125 km from Bloemfontein in the Free State. Kopanong Local Municipality incorporates the following towns: Bethulie, Edenburg, Fauresmith, Gariiep Dam, Jagersfontein, Philipolis, Reddersburg, Springfontein, Trompsburg.

### LOCAL ECONOMIC DEVELOPMENT MANAGER

**REQUIREMENTS:** Matric, Computer Literacy, Driver's License, ability to communicate effectively to groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees and the general public. Ability to establish working relationships with other organizations and Economic Development Practitioners.

**EXPERIENCE:** Extensive knowledge of Local Government.

#### KEY RESPONSIBILITIES:

- Manage Economic Development Initiatives to achieve the goals and objectives outlined by the Economic Development Plan and guided by the Economic Development Committee.
- Provides assistance in the development of short and long term Economic and Community Development Plans, as well as the gathering of information and preparation of studies, reports and recommendations to achieve such goals.
- Provides Professional Economic Development Advice, assist in the application and permitting process, and serve as an advocate for economic development in line with the Comprehensive Plan, Zoning ordinances and goals as established by the Town.
- Assist in promoting areas of concern in the promotion of business location and expansion within the Town.
- Provides information and/or make presentations to Management, Council, Civic groups, Businesses, Individuals and the general public on Economic Development Issues, Programs, Services and Plans.
- Becomes familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both private and public buildings and land areas.
- Prepares grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.
- Assist with negotiation and the management of professional service contracts, property sales or acquisition, and economic oriented negotiations as assigned.
- Works with the Economic Development Committee to formulate and implement marketing and business attraction strategies, including familiarity with the goals and objectives of the Kopanong Municipal areas.
- Monitors legislation and regulations relating to Economic Development, and report findings to the appropriate impacted parties, i.e Town Manager, the Economic Development Committee, Municipal Manager or Council.
- Maintains strong working relationships with the general public, area businesses, clients, the media and others.

**BASIC SALARY :** R333'142.58 per annum Plus Benefits

**CLOSING DATE:** 24 September 2012

Please send a letter of application, detailed Curriculum Vitae (CV), certified copies of qualifications and other identity documents (ID). Applications must be marked for the Attention of Ms. L.Y. Moletsane, Municipal Manager, Kopanong Local Municipality, Private Bag X23, Trompsburg, 9913.

NB: Candidates who are not contacted within thirty (30) must accept that their applications were not successful. Candidate appointment is at Kopanong sole discretion.

A handwritten signature in black ink, appearing to read 'L.Y. Moletsane', written over a dotted horizontal line.

L.Y Moletsane( Me)  
Municipal Manager