



Vacancy	Economics Manager: Nedlac
Contract type	Permanent
Salary	758,773.00 Total Cost to Company (inclusive of the compulsory pension fund and medical aid)
Location	Johannesburg, Rosebank
Role purpose	To manage, co-ordinate and facilitate processes at Nedlac related to economic issues with a focus on trade and SMME development.

Key performance areas	<p>1. <u>Project Coordination:</u></p> <ul style="list-style-type: none"> • To develop and implement terms of references, work plans, agendas and documentation for identified projects or processes. • To chair or facilitate meetings, identify action steps and follow up on the action steps. • To track project progress in relation to agreed goals. • To prepare progress close out reports as required. <p>2. <u>Risk Assessment:</u></p> <ul style="list-style-type: none"> • To constantly monitor and mitigate risks that may arise in the execution of projects and processes. <p>3. <u>Stakeholder Engagement and Assistance:</u></p> <ul style="list-style-type: none"> • To liaise with and support social partners. • To liaise with other public and private stakeholders as necessary.
-----------------------	--



	<p>4. <u>Budget Management</u> :</p> <ul style="list-style-type: none"> • Manage and track units expenditure.
Minimum qualifications and experience required	<p><u>Qualifications</u> Bachelor's degree in Economic policy/Public policy/Public administration/Social science or equivalent NQF 7.</p> <p><u>Experience</u> At least three years equivalent experience in a similar environment.</p>
Knowledge required	<p>Economic policy and strategy in South Africa Trade policy in South Africa SMME development</p>
Skills required	<p>Policy development Project management, Computer skills (MS Office), Negotiation, facilitation and mediation, Report and minute writing, Stakeholder management.</p>
Language	<p>English - Fluent (speak, read and write)</p>
Closing date	<p>18 September 2021</p>
CV to be sent	<p>recruitment@nedlac.org.za</p>