

VACANCY



The National Economic Development and Labour Council (Nedlac) is the vehicle by which Government, labour, business, and community organisations seek to cooperate, through problem-solving and negotiation, on economic, labour and development issues and related challenges facing the country. For more information about NEDLAC, please visit our website: www.nedlac.co.za.

NEDLAC has the following **Permanent** position:

Manager Economics

Reporting Line: Senior Manager Economics

Location: Gauteng

Closing Date: 04 December 2022

Main Purpose:

To manage, coordinate and facilitate processes at Nedlac related to economic issues with a focus on trade and SMME development.

Key Responsibility Areas:

1. Project Coordination

- 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 to close out reports as required.

2. Risk Assessment

- To constantly monitor and mitigate risks that may arise in the execution of projects and processes.

3. Stakeholder Engagement and Assistance:

- To liaise with and support social partners.
- To liaise with other public and private stakeholders as necessary

4. Budget Management

- Manage and track the unit's expenditure.

Qualifications & Experience Required

- Bachelor's degree in Economic policy/Public policy/Public administration/Social science or equivalent NQF 7.
- At least 3 years equivalent experience in a similar environment.
- Knowledge of:
 - Economic policy and strategy in South Africa
 - Trade policy in South Africa
 - SMME development
- Required Skills:
 - Policy development,
 - Project management,
 - Computer skills (MS Office),
 - Negotiation, facilitation, and mediation,
 - Report and minute writing,
 - Stakeholder management.

Should you wish to Apply for the above position please follow the instruction on the following URL link:

<https://affirmativeportfolios.co.za/NEDLAC/> You will be directed to a web page where you can submit your application

Remuneration Scale: R822 314.64 per annum (all-inclusive package)

Kindly note that should you not receive a response within 21 days please consider your application unsuccessful.

Conditions of service:

NEDLAC is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore, people from designated groups, including those with disabilities, are encouraged to apply