

**Project Officer: Business Development – 2 year contract
(Based in Atlantis, Western Cape)**

Purpose of the Position:

The Project Officer: Business Development supports the Business Development Unit in identifying and managing business opportunities, coordinating projects, and building strong stakeholder relationships. This role plays a crucial part in driving growth, investment, and strategic partnerships to advance the organization's objectives.

Skills and Competency Requirements:

- Broad business knowledge and commercial acumen
- Broad exposure to the Greentech industry
- Broad knowledge of the PFMA and legislative context of a Schedule 3D Entity
- Knowledge of the Western Cape and Broader South African and Global Economic Landscape
- Medium term operational planning and implementation skills
- Ability to perform and achieve set goals and outcomes in an environment with ambiguous operational parameters, complexities and broad challenges
- Strong ability to develop relationships between complex and difficult stakeholders and government officials
- Knowledge of relevant legislation, compliance and risk management requirements
- Stakeholder and network management
- A valid drivers license and reliable transport is a requirement of the role

Experience Requirements:

- A Degree in Business, Economics, or a related field. (A Postgraduate qualification will be an added advantage)
- 2+ years of experience in business development, investment facilitation, or stakeholder engagement.
- Knowledge of the Greentech industry or investment environments is an advantage.
- Strong networking, communication, and relationship-building skills
- Ability to manage multiple stakeholders, including government entities and private investors
- Experience in project coordination, data management, and administrative support.
- Understanding the regulatory environment, including compliance with PFMA and SEZ policies, is beneficial.

Duties:

- Assist in the implementation of ASEZ's investor attraction strategy by engaging potential investors and providing high-level information about investment opportunities.
- Support the Business Development Unit in coordinating investor meetings, maintaining investor databases, and facilitating site visits.
- Conduct research on key investors, industry players, value chains, and competitor environments to support business development initiatives.
- Facilitate stakeholder engagements with government entities, industry associations, and potential investors.
- Assist in managing the pipeline and responding to investor enquiries.
- Assist in investor adjudication by gathering required documentation and compiling investment reports to support the due diligence process.
- Provide marketing and communication support, including contributing to investor marketing collateral and website content.
- Support tenant retention and expansion efforts, linking existing tenants with trade and investment opportunities.
- Ensure adherence to compliance, risk management, and governance frameworks related to business development activities.

An all-inclusive, market-related cost-to-company remuneration will be offered for the position. This is a two-year contractual agreement, subject to the successful candidate delivering on the agreed performance requirements. A six-month probation period will apply.

Should you comply with all the aforementioned then you should not hesitate to apply. Forward your application accompanied by a cover letter and detailed CV to Siyasanga Tetyana, the Human Resources Specialist of the ASEZ:
to hr@atlantissez.co.za

Closing date: 31 March 2025

Should you not have received any response from us within 14 days after the closing date, please consider your application unsuccessful