



Department: ECONOMIC DEVELOPMENT AND
SPATIAL PLANNING
Division: Economic Development
Section: Business Compliance and
Regulation
Location: Pretoria Central

Post Title:	DIRECTOR: BUSINESS COMPLIANCE AND REGULATION
Reference Code:	ECDE170-2024 (E)
Closing Date:	17.02.2025
This Position Seeks to Attract :	All Categories
Job Level:	T18
Scale:	R831 528,00 – R1 154 892,00 per annum
Estimated Remuneration Package:	R1 231 807,00 – R1 643 389,00 per annum
Job Purpose	To provide strategic leadership and guidance towards the management of informal and formal businesses through the formulation of policies, strategies and support programmes for informal traders and to ensure compliance of informal traders
Application Requirements:	An appropriate career-related tertiary qualification (three-year national diploma or degree) in Economics or Project Management or in a study field related to the position At least nine years' relevant working experience in support and analytical experience within an economic development environment of which at least four years should be at managerial level A valid Code B driving licence Computer literacy
Personal Attributes/ Competencies:	Integrity; intelligence; patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; time management skills; sound knowledge of the relevant legislation that governs employment practices, such as the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the Employment Equity Act, 1998 (Act 55 of 1998), the Skills Development Act, 1998 (Act 97 of 1998), the Basic Conditions of Employment Act, 1997 (Act 75 of 1997) and the Labour Relations Act, 1995 (Act 66 of 1995) and corporate governance; in-depth understanding of government strategic thinking and policies in relation to human capital management and how these can practically be applied; considerable knowledge of

modern policies and practices of public personnel administration; ability to understand and interpret policies and procedures and explain these to others; ability to administer personnel systems efficiently and effectively; ability to establish and maintain effective working relationships with employees, City officials, labour unions and the public; knowledge of principles and practices of municipal budget preparation and administration; ability to plan activities, goals and objectives of staff members and the department and monitor compliance with same as dictated by group policy; knowledge of principles and practices of project management; business acumen

Primary Functions : Coordinate processes towards the effective development and implementation of policies, programmes and strategies for informal and formal businesses
Ensure compliance of formal and informal businesses with the Businesses Act, 1991 (Act 71 of 1991) and the Street Trading By-law
Ensure the implementation of the Informal Trade Policy and Street Trading By-law
Provide support in terms of facilitation of synergistic linkages to support the robust development and growth of informal traders across the value chain for financial and non-financial interventions
Develop and maintain the database for informal and formal businesses
Identify the training needs of various groups within the sector and identify linkages based on a set of tools available on the database from either internal organs of state or supplied by service providers and provide recommendations
Develop systems that will improve the registration and management of informal traders in Tshwane
Put systems in place to improve revenue collection
Liaise with stakeholders and role players to create awareness of informal trader opportunities and support requirements to promote business activities in the informal sector
Harness good working relations between informal and formal businesses
Facilitate meetings, workshops, conferences, functions and interviews
Provide guidance to the executive body that represents the informal traders in Tshwane (seven regions)
Facilitate and manage the strategic partnership between the section and key partners in the sector
Link informal and formal businesses for the development of informal traders
Assist in designing partnership agreements with donors,

departments, agencies and non-governmental organisations
Assist in the formulation of financial policy instruments and support programmes regarding access to finance for informal traders
Ensure that informal traders access the market or they manage to access procurement opportunities provided by the government and other government institutions
Ensure that there is proper infrastructure for the development of informal traders in all regions
Establish informal trade markets in all seven regions
Develop infrastructure plans for all the projects to be implemented that are in the Integrated Development Plan
Facilitate the development of stalls, paving, etc in all areas that informal traders are allowed to trade
Ensure the maintenance of informal trader infrastructure in all seven regions
Interact with other City departments to include the informal trader infrastructure when implementing their projects
Facilitate the mentorship of informal traders
Provide support programmes for the development of informal traders through training
Conduct skills audits for the development of informal traders
Ensure that informal traders are incubated to develop their skills in relevant sectors

Position ID(s) : S70001777

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