



**NORTH WEST DEVELOPMENT CORPORATION (SOC) LIMITED  
NORTH WEST PROVINCE**

The North West Development Corporation (SOC) Ltd is an organization that promotes industrialization of the economy, attracting investments, promoting exports and overcoming the legacy of economic imbalances. The NWDC has the following employment opportunities:

**1. FINANCIAL MANAGEMENT: MANAGER: REVENUE & EXPENDITURE**

**REF: 01NWDC: FM: 2015**

**Duration of the contract: 12 months**

**Salary: Negotiable**

**Location : Mahikeng**

**Requirements:** A Bachelor's degree in Accounting or Finance; Certified Public Accountant (CPA) or certified Management Accountant (CMA) 3 years' experience at management level; experience in Accounting, Financial management, budgets, revenue collection, cost cutting or equivalent combination

**Competencies:** • Highly developed interpersonal skills, communication skills and ability to interact at the highest level. The position is responsible for performing highly specialized Accounting work required to ensure that the cash assets of the organization are fully safeguarded and derive maximum benefit for organization while satisfying customer expectations as well as meeting legislative and policy directives; Also to provide critical management information on cash assets and liabilities and debt management.

**Duties:** The Manager: Revenue & Expenditure will be responsible to perform the following key performance areas:

- Ensuring financial stability and solvency of the organization through a proven and successful system of asset-liability management (ALM)
  - Financial risk management
  - Improving financial policies, procedures and processes to be in line with the Accounting Standards, Best Practices and the Corporate Strategy.
  - Directs and reviews the work and performance of Accounting staff
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## **2. SUPPLY CHAIN MANAGEMENT: PROCUREMENT OFFICER**

**REF: 02NWDC: FM:2015**

**Duration of the contract: 12 months**

Salary: Negotiable

**Location: Mahikeng**

**Requirements:** A minimum qualification of Grade 12 and Recognized and relevant National Diploma

**Competencies:** Experience in a procurement function of not less than one year • Experience in establishing and/or reviewing specifications to be placed or covered in the Request For Quotations (RFQ) • A proven track record of success: Prioritizing tasks; Working on own initiative; Meeting deadlines; Increasing the supplier database

**Duties:** The incumbent will be required to perform the following tasks:

- To register new vendors in the database
- Ensures vendor applications are in compliance with the company policies and laws
- Updates existing vendor data/information by checking with vendors with regard to any changes or which information is due for update e.g. tax clearance

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## **3. RESEARCH & DEVELOPMENT: RESEARCHER**

**REF: 01NWDC: RD:2015**

**Duration of the contract: 12 months**

Salary: Negotiable

**Location: Rustenburg**

**Requirements:** Bachelors' degree with Research, Statistics or Economics as main subjects

**Competencies:** Sound knowledge and understanding of applicable prescripts and policies • Sound practical knowledge of principles of good Corporate Governance • The ability to maintain positive interpersonal relations and work well within a team as well as on an individual basis • The ability to work under pressure • Report-writing skills • Sound analytical, interpretive skills • A proven track record of multitasking • Research skills • Computer literacy • 3 years relevant experience • Ethical behaviour

**Duties:** Providing statistical information/data • Compiling and developing industry intelligence • Gather, summarize and update agreements and development plans: National, Provincial and District. • Participating in stakeholder meetings • Complying with Health and Safety Measures • Knowledge management • Quality Assurance (record keeping)

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#### 4. CORPORATE SERVICES: EMPLOYEE WELLNESS OFFICER

**REF: 02NWDC: CS:2015**

**Duration of the contract: 12 months**

**Salary: Negotiable**

**Location: Mahikeng**

**Requirements:** Grade 12 • National Diploma in Safety Management or equivalent • Valid driving licence (EB) • Office Administration • Computer literacy (MS Office – Word, Excel, Power-point)

**Competencies:** • Ability to take responsibility in meeting deadlines and making progress without direct supervision • Ability to work accurately on all tasks • Ability to work under pressure • Sound knowledge and understanding of applicable prescripts and policies • The ability to maintain positive interpersonal relations and work well within a team as well as on an individual basis • The ability to work under pressure • Report-writing skills • Ethical behaviour

**Duties:** • Promoting occupational health and safety within an organization • Increasing health and safety awareness at all levels within the organisation • Employee Support - Provide individual support or counseling in general wellness and refer appropriately where applicable • Implement an effective employee wellness referral system to support the organisation • To liaise with the organisation's Occupational Health & Safety Committee • Reporting - Communicate frequently with management to report on the status of Occupational Health And Safety program • Inform employees of relevant changes to the wellness program • Evaluate the success of the wellness program by determining participant satisfaction levels • Inform employees of relevant changes to the wellness program • Evaluate the success of the wellness program by determining participant satisfaction levels

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## 5. INVESTMENT: MANAGER INVESTMENT

REF: 01NWDC: IF: 2015

Duration of the contract: 12 months

Salary: Negotiable

Location : Mahikeng

**Requirements:** Grade 12 • A postgraduate degree • Valid driving licence (EB) • Computer literacy (MS Office – Word, Excel, Power-point)

**Competencies:** • Ability to work accurately on all tasks • Ability to work under pressure • Sound knowledge and understanding of applicable prescripts and policies • The ability to maintain positive interpersonal relations and work well within a team as well as on an individual basis • Report-writing skills • Ethical behaviour • Knowledge of principles and practices of local and regional economic development, economic development financing, land use planning, strategic planning • Project management • Research/statistical analysis • Budget preparation and control • Group and team dynamics, including motivational techniques

**Duties:** • Identify and facilitates development of projects up to viable and bankable status • Identify and appraise new projects • Study existing projects reports and display good understanding of projects' profiles and requirements • Work from an updated project database • Develop and implement a sector trade and investment plan • Liaises with funding agencies e.g. DBSA, IDC, PIC, Commercial Banks, etc. • Promote BBBEE involvement/stake in projects • Promote private sector investment • Facilitates promotion of viable and bankable projects • Develop and implement streamlined reporting processes and procedures in line with the performance deliverables •

**NOTE:** The applicants who will be appointed will be required to enter into a Performance Contract with the employer

The North West Development Corporation (SOC) Limited is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

Interested candidates should submit their applications accompanied by a **comprehensive CV** (including full particulars of training, qualifications, skills, competencies and knowledge) These must be supported by certified copies of educational certificates and Identity Document. **Incomplete applications will not be considered.** Due to the huge number of applications for

posts, acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews.

Enquiries: Ms. Poppy Lenyatsa

**Tel 018-3813663-7**

Applications should be forwarded to: The Human Resource Manager, North West Development Corporation, P.O. Box 3011, Mmabatho 2735, marked for attention: Ms. Poppy Lenyatsa, 22 James Watt Crescent, Industrial Site, Mahikeng, e-mail address: **recruitment@nwdc.co.za**

**Applications received after the closing date will not be accepted.**

**Closing date:** 17 November 2015

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## **6. ENTERPRISE CREATION & DEVELOPMENT: MANAGER ENTERPRISE DEVELOPMENT**

**REF: 01NWDC: ECD: 2015**

**Duration of the contract: 12 months**

Salary: Negotiable

**Location : Rustenburg**

**Requirements:** • A Bachelor's degree in Agriculture or equivalent qualification • Possession of a valid SA driver's license • 5 years of extensive project facilitation of multi-sectoral economic environment • Strong, hands on and positive leadership experience

**Competencies:** • Highly developed interpersonal skills, communication skills and ability to interact at the highest level. • Meeting deadlines • Ability to work under pressure • Knowledge of the principles and practices of marketing, business plan writing and public relations • Experience working with business and government executives, appointed commissions, elected boards, community groups and joint public/private partnerships Ability to work independently or with minimum supervision • The position is responsible for facilitating local and foreign direct investment and expansion resulting in wealth and job creation in the North West Province of South Africa.

**Duties:** • Identify and facilitates development of projects up to viable and bankable status • Facilitates promotion of viable and bankable projects • Develop and implement streamlined reporting processes and procedures in line with the performance deliverables • Comply with Health and Safety Measures.

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## **7. PROPERTY & INFRA-STRUCTURE: MANAGER PROPERTY ADMINISTRATION**

**REF: 01NWDC: PI: 2015**

**Duration of the contract: 12 months**

**Salary: Negotiable**

**Location: Mahikeng**

**Requirements:** A minimum qualification of Grade 12 and 3 Year Degree and 3 years relevant experience in property management or equivalent.

**Competencies:** Minimum of three (3) year experience in a property function • A proven track record of success • Prioritizing tasks; Working on own initiative • Meeting deadlines • Ability to work under pressure

**Duties:** The incumbent will be required to perform the following Key Performance Areas:

- Establishes rental rate by surveying local rental rates; calculating overhead costs, depreciation, taxes, and profit goals.
- Attracts tenants by advertising vacancies; obtaining referrals from current tenants; explaining advantages of location and services; showing units.
- Accomplishes financial objectives by collecting rents; paying bills; forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
- Maintains property by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting vacant units and completing repairs; planning renovations.
- Maintains building systems by contracting for maintenance services.
- Secures property by contracting with security patrol service; installing and maintaining security devices; establishing and enforcing precautionary policies and procedures; responding to emergencies.

- Enforces occupancy policies and procedures by confronting violators.
- Prepares reports by collecting, analyzing, and summarizing data and trends.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Prepare Arrears report per portfolio indicating, vacancies in area, unsigned leases in area and tenant movement in area
- Analyze the arrears on each individual account and establishing the cause thereof by communicating with Property staff.
- Ensuring that specified procedures are adhered to.

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