



**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 opportunity:

HUMAN RESOURCE MANAGER: JOB LEVEL P6

REF: 04NWDC: CS:2015

Salary: Negotiable

Location : NWDC Head Office, Mahikeng

Requirements: • A Bachelor's degree in the HR field • Possession of a valid SA driver's license

Competencies: • At least 5 years' experience in HR Management • Ability to work with employees at all levels • Excellent oral, written, problem solving skills and ability to establish priorities required • Strong interpersonal skills attitude • Excellent organizational skills with strong attention to detail required • Computer literacy essential (MS Office) • Proven record of HR management experience • Meeting deadlines • Ability to work under pressure

Duties: • Management of the HR Unit • Human Resource Development • Human Resource Systems and Procedures • Organizational Development • Implementing the HR Strategy • Reporting and Budgeting • Management of Employee Wellness • Management of the Labour Relations function • Management of the Occupational Health and Safety portfolio •

NOTE: Applicants who will be appointed will be required to enter into a Performance Contract with the Employer. In addition, competency assessment and Vetting processes will be conducted before appointment.

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 resume** (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:	Mrs Poppy Lenyatsa	Tel 018-3813663-7
	Mrs Natasja Erasmus	Tel 014-555 1042

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: 31 December 2015