



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

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

Executive Manager: Corporate Services

Duration of the contract: 5 Years

Salary: Negotiable

Location: Mahikeng

Purpose: To provide strategic support services, including administration: Human Resources; Marketing and Communications; Auxiliary and Legal Services to the North West Development Corporation (NWDC).

Requirements: Applicants must be in possession of an appropriate Bachelor's degree in the relevant field or an equivalent qualification. Have a minimum of eight (8) years senior managerial experience. A post-graduate qualification will be an added advantage. Extensive knowledge and understanding of the operations of the Public and Private Sector especially in relation to North West Development Corporation. Good understanding of the PFMA Regulatory Framework and King IV Code of Good Practice. Extensive experience in a senior management role. The ability to work in cross- functional projects/teams. Excellent co-ordination and project management skills. Good understanding of the Public sector policies and initiatives as well as the role of information in the Provincial Government decision-making. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management.

Key Performance Areas: As Head of the Unit: Corporate Services, the appointee will: Implement transformation and service delivery enhancement programmes in order to create a high performing organisation and a safe and conducive work environment. Ensure the communication of NWDC programmes and the effective management of stakeholder and partner relations to increase awareness of the image and the profile of the NWDC and its programmes. Ensure the development and implementation of human resource and employee relations strategies, policies and plans. Ensure the effective implementation of performance management system within the corporation.

Non-Executive Directors:

Mr GD Duma (**Chairperson**), Mr B Khumalo, Ms N Koloti, Ms KA Dikgole,
Mr T Dlamini, Mr KK Tlhoale, Prof Dr LTB Jackson, Ms M Chokoe

Executive:

Mr. T Phetla (**Chief Executive Officer**), Ms. L Sonqishe (**Chief Financial Officer**)

HEAD OFFICE: Po Box 3011, Mmabatho, 2735, North West Province, Republic of South Africa

Telephone: (018) 381-3663 **Fax:** (018) 381-2041 **Website:** www.nwdc.co.za

Ensure professional, credible, accessible and quality assured legal service to the corporation. Ensure the establishment of a unit that will be responsible for the development and management of a knowledge management system for the corporation and promote continuous service delivery improvement through the use of total quality management principles. Oversee the management of budget and resources of the unit. Manage and provide strategic leadership for all components reporting to this Division namely Human Resources, Marketing & Communications, Legal and Auxiliary Services.

Executive Manager: Property Management and Development

Duration of the contract: 5 Years

Salary: Negotiable

Location: Mahikeng

Purpose: To provide strategic Property Management and Development of the Investment Property Portfolio of the North West Development Corporation (NWDC).

Requirement: Applicants must be in possession of an appropriate Bachelor's degree in the relevant field or an equivalent qualification. Have a minimum of eight (8) years senior managerial experience. A post-graduate qualification will be an added advantage. Extensive knowledge and understanding of Property Development and Management operations. Good understanding of the PFMA Regulatory Framework and King IV Code of Good Practice. The ability to work in cross-functional projects/teams. Excellent co-ordination and project management skills. Good understanding of the Public sector policies and initiatives as well as the role of information in the Provincial Government decision-making. Demonstrated strategic, operational and project management ability and experience.

Key Performance Areas: Maintain property by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting vacant units and oversee repairs; planning renovations and contracting with landscaping services. Maintain building systems by contracting for maintenance services. Secure property by contracting with security patrol service; installing and maintaining security devices; establishing and enforcing precautionary policies and procedures and responding to emergencies. Monitor business and economic trends. Study and analyse domestic and foreign trade data and development information and guidance for client business. Evaluate economic, market and other factors affecting trade within an industry or geographical area. Deliver briefings to managers and clients and write clear and concise interpretive reports. Plan and execute tasks independently. Generate complete technical sound work products. Use quantitative and qualitative methodologies. Network with other industry professionals. Develop business relationships.

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Executive Manager: SMME (Small Medium Micro Enterprise Development)

Duration of the contract: 5 Years

Salary: Negotiable

Location: Mahikeng

Purpose: To facilitate the coordination and efficient implementation of SMME development related projects in line with the SMME strategy, Provincial Growth and Development Strategy, and the Economic Development Sector Plan.

Requirement: Applicants must be in possession of an appropriate Bachelor's degree in Business Administration/Commerce/Accounting/Finance. Have a minimum of eight (8) years senior managerial experience. A post-graduate qualification will be an added advantage. A thorough understanding of the digital value chain and the economy. Entrepreneurial mind-set and initiative. Strong leadership qualities, including strategic leadership. Articulate and confident public speaker. Be highly accountable and form part of a high-performance team. Clear and concise decision-making. Good understanding of the PFMA Regulatory Framework and King IV Code of Good Practice. Good knowledge of the B-BBEE codes. Management experience with a proven track record. Good understanding of the commercial aspects of building and maintaining sustainable programs. Track record of new business development. Track record of product/programme design and deliverables.

Key Performance Area: Increase the rate of formation of Business Enterprises. Expand and widely market SMME programmes. Create opportunities for SMMEs through creative public-private partnerships. Work with other agencies to ensure that business entrepreneurs have access to other institutional support. Support the development of emerging industries. Establish and implement NWDC's SMME Development Strategy. Research and package information relevant to the needs of the programme. Provide a comprehensive management framework for effective programme implementation and monitoring. Project Management of related programmes/projects. Keep abreast of trends, policies and legislation of best practices to enhance the programme's performance.

Note: *The successful candidates will be required to enter into a Performance Agreement Contract.*

The NWDC is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.

Interested persons are requested to forward detailed resumes and relevant certified academic qualifications to: NWDC (SOC) Ltd, P O Box 3011 Mmabatho 2735. Applications are to be addressed for attention Phemelo Matli or email recruitment@nwdc.co.za or hand-deliver NWDC Head Office, 22 James Watt Crescent, Industrial Sites, Mahikeng. Enquiries may be directed to Ms Phemelo Matli (HR Manager) 018 - 381 3663. **Closing date: 15 November 2018. No late applications will be considered.**

NB: NWDC reserves the right not to appoint

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