

NORTH WEST DEVELOPMENT CORPORATION (SOC) LTD

(Registration Number 1999/002625/30)



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

EXTERNAL ADVERT

POSITION/S:	JUNIOR SUPPLY CHAIN OFFICER
CONTRACT:	THREE (3) MONTH CONTRACT
LOCATION:	HEAD OFFICE
JOB GRADE:	P10
SALARY SCALE:	R243 747.00 p/a

To be considered for the position you should have the following requirements:

- National Diploma in Finance and/or Accounting
- Knowledge of PFMA and PPPFA
- Be proficient in MS Suite

The applicant will be reporting to the **Senior Procurement Officer**. The responsibilities amongst others are:

- Record, maintain and produce all deviation reports
- Ensure that all purchase orders are processed in time
- Ensure that the request for quotations (RFQ), demands, requests are made with proper submissions, motivations, checked and authorised in line with the policies and procedures
- Record and update the tender register in a sequential form
- Assist in the advertisement of all tenders
- Monitor and record movement of movable assets by capturing relevant data on the system
- Perform physical verification and existence of assets
- Ensure that all new and existing assets are captured on the system
- Assist with preparation and update of fruitless, unauthorised, irregular and wasteful register
- Assist with preparation of monthly, quarterly and annual reports for senior managers

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, Ms A Tjale

Executive:

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

Note: *The successful candidate will be required to sign 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 Mmathapelo Tamako or email recruitment@nwdc.co.za or hand-delivered to NWDC Head Office, 22 James Watt Crescent, Industrial Sites, Mahikeng. Enquiries may be directed to Ms Mmathapelo Tamako (HR Practitioner) 018 381 3663. **Closing date: 7 May 2019. If applicants do not hear from us within 1 month after the closing date, they should consider their application unsuccessful. Correspondence will be limited to successful candidates only. No late applications will be considered. NB: NWDC reserves the right not to appoint.**

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