

The North West Development Corporation (SOC) Ltd was established to plan, finance, coordinate, promote and carry out the economic development of the North West Province and its people in the fields industry, commerce, finance, mining, tourism enterprise-related activities and other business resulting in wealth and job creation.

It is NWDC's intention to promote equity (race, gender and disability) through the filing of these posts with a candidate whose promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity Plan.

INTERNAL AND EXTERNAL ADVERTS

Executive Manager: Property Management and Development **5 Years Fixed Term Contract** **Salary: Negotiable** **Location: Mahikeng**

To be considered you must meet the following minimum requirements:

- Applicants must be in possession of an appropriate Degree in Real Estate/Property/Management/Quantity Survey/Civil Engineering/Business Management.
- Have a minimum of 5 years managerial experience.
- Relevant Postgraduate qualification will be an added advantage.
- Extensive knowledge and understanding of the Property development and Management operations of the Public and Private Sector, especially in relation to the North West Development Corporation.
- A 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.
- A 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.
- Must have a valid driver's license

The applicant will be reporting to the Chief Executive Officer and the responsibilities among others are:

- The incumbent will provide strategic services, including administration of the Investment Property to the North West Development Corporation (NWDC).
- Maintains property by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting vacant units and completing repairs; planning renovations; contracting with landscaping and related services.
- 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.
- 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.

Non-Executive Directors:

Mr. KK Konopi (**Chairperson**), Ms. M Sentle, Mr R Malapane, Mr ME Mojaki, Ms. SM Maleka, Ms. T Malaka, Ms. N Phadu-More, Ms. MJ Msiza, Dr. S Nokaneng, Mr. SW Ncongolo; Mr S Motlhabi; Ms. M Matuba

Executive Directors: Mr. Tshupo Phetla (**Chief Executive Officer**), Mr. R Malapane (**Acting Chief Financial Officer**)

Company Secretary: Mr. K Mafokwane

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

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

**Executive Manager: Corporate Services
5 Years Fixed Term Contract
Salary: Negotiable
Location: Head Office, Mahikeng**

To be considered you must meet the following minimum requirements:

- Applicants must be in possession of an appropriate degree in HR/Marketing and Communications /Law /Public Management or Administration.
- Have a minimum of 5 years relevant managerial experience.
- A Relevant postgraduate qualification will be an added advantage.
- 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.
- 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.
- Must have a valid driver's license

The applicant will be reporting to the Chief Executive Officer and the responsibilities among others are:

- The Incumbent will provide strategic support services, including administration: Human Resource; Communication; Marketing; and Legal Services to the North West Development Corporation (NWDC).
- 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 stakeholders and partners relations to increase awareness of the image and the profile of the NWDC and its programmes.
- Oversee the HR, Legal, Auxiliary and Marketing and Communications Departments.
- Ensure the development and implementation of Human Resource Management, Auxiliary services, Legal services, Marketing and Communications and employee relations strategies, policies and plans of the units.
- Ensure the effective implementation of performance management system within the corporation.
- Ensure professional, credible, and accessible and equality 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 to promote continuous service delivery improvement through the use of total quality management principles.
- Oversee the management of budget and resources of the units.
- Manage and provide strategic leadership for all components reporting to this unit.

**Human Resource Manager
Permanent
Salary: 606 522.00 P/A
Location: Head Office, Mahikeng**

To be considered you must meet the following minimum requirements:

- National Diploma, Degree in Human Resources and/or relevant qualifications
- A relevant Postgraduate qualification will be an added advantage
- A minimum 3 years general HR related experience,
- 3 years' experience must be at a Senior HR Practitioner and/or at supervisory level.
- Ability to develop and implement HR policies
- Strong interpersonal and the ability to work effectively with a wide range of constituencies in a diverse culture.
- Knowledgeable in terms of Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Occupational Health and Safety Act (OHSA), Unemployment Insurance Fund Act (UIF), Labour Relations Act (LRA), Skills Development Act (SDA) and other HR legislations.
- Strong labour relations, negotiation and communication skills.
- A high sense of professionalism and ethics
- Good supervisory, leadership and management skills
- Ability to handle employee confidential information
- Ability to provide impartial HR advice (orally and in writing) to senior level management on highly technical matters
- Proficient in the full MS Office suite
- Must have a valid driver's license

Non-Executive Directors:

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Executive Directors: Mr. Tshepo Phetla (**Chief Executive Officer**), Mr. R Malapane (**Acting Chief Financial Officer**)

Company Secretary: Mr. K Mafokwane

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The applicant will be reporting to the Executive Manager: Corporate Services and the responsibilities among others are:

- Management of payroll systems and procedures;
- Analyze labour turnover statistics to ensure that problem areas are highlighted and appropriate action is taken;
- Maximise human resource potential through developing and implementing training and development, career development and empowering line manager to manage effectively;
- Develop and implement required HR systems e.g. Performance Management, Remuneration, Job Evaluations, Recruitment and Selection;
- Ensure the corporation's succession plan is meaningful and effective;
- Carry out salary surveys to ensure that remuneration packages are in line with the market;
- Compiling the Organogramme of the organisation;
- Ensure that job evaluations categories are correct;
- Conduct exit interviews with all levels of employees upon resignation from company;
- Submit annual HR plans to the Executive Manager CS and report on progress as required;
- Drawing and managing departmental budget within budget guidelines.

Legal Manager

Permanent

Salary: R505, 435.00

Location: Head Office, Mahikeng

To be considered for the position the applicant should meet the following minimum requirements:

- LLB degree or similar legal qualification
- A relevant Postgraduate Qualification will be an added advantage
- Minimum 2 years post article/pupilage experience
- Admitted as an attorney and/or advocate of the High court of South Africa.
- A minimum of 3 years' experience as a legal Administration Officer
- Ability to provide impartial Legal advice (orally and in writing) to senior level management on highly technical matters
- Proficient in the full MS Office suite
- Good organisational skills and filing of documentation required;
- Experience in landlord/tenant litigation;
- Knowledge of legal proceedings relating to landlord/tenant;
- Drafting skills required in respect of minor commercial agreements and lease agreements
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse culture.
- Must have a valid driver's license

The applicant will be reporting to Executive Manager: Corporate Services and the responsibilities among others are:

- Debt Collection and negotiating the settlement of arrears;
- General Assessment of Legal handovers and supporting documentation;
- Handover of legal tenants to attorneys and the ongoing management thereof;
- Preparation and finalisation of write-off proposals;
- Expedition of legal matters by regular and efficient communication both internally and externally;
- Compilation of monthly legal reports;
- Monitoring of legal costs versus debt recovery;
- Ensure compliance with administration systems and controls;
- General advice of legal procedures available to pursue;
- Update legal monthly report;
- General correspondence and liaison with SMME and Property Administrators / Manager, instructed attorneys and counsel;
- Negotiating settlement agreements and general legal advice;
- Assisting in effective management of the lease administration system;
- Drafting, vetting and settling lease agreements and minor commercial agreements;
- All aspects and duties relating to the protection and enforcement of the legal rights of the company;
- Review, plan, organise, prepare and complete legal, statutory and associated documentation on a particular matter;
- Instruct, supervise and liaise with attorneys, professional consultants, clients and staff and
- Monitor and control to ensure that all aspects are properly implemented and that all financial aspects are completed.

Non-Executive Directors:

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Supply Chain Management Manager

Permanent

Salary: 606 522.00 P/A

Location: Head Office, Mahikeng

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

- A National Diploma/ Degree in Supply Chain Management, Finance, Accounting and/or any other relevant qualification
- A Postgraduate relevant Qualification will be an added advantage
- A minimum of 3 year's previous relevant Supply Chain Management experience
- 3 years' experience as a senior SCM Practitioner at supervisory level.
- Knowledgeable in terms of Public Finance and Management Act (PFMA), Treasury Regulations and guidelines knowledge and other SCM specific legislation
- Knowledgeable in terms of SCM Regulations, practice notes, circulars, policy frameworks knowledge
- Good stakeholder relations, negotiation, communication skills.
- Ability to provide impartial SCM advice (orally and in writing) to senior level management on highly technical matters
- A high sense of professionalism and ethics
- Good supervisory, leadership and management skills
- Proficient in Microsoft suite
- Must have a valid driver's license

The applicant will report to the Chief Financial Officer and the responsibilities among others are to:

- Develop and oversee the implementation of the supply chain management system;
- Review or update supply chain practices in accordance with new or changing environmental policies, standards, regulations, or laws.
- Establish the bid specification, bid evaluation and bid adjudication committees, and oversee the proper functioning of the committees;
- Report on supply chain management information as required to internal and external stakeholders;
- Develop and oversee the implementation of a SCM performance system;
- Manage the annual SCM risk assessment, development of the SCM risk universe and risk response plan;
- Review procurement plans
- Design and develop methods and techniques to improve all SCM processes including turnaround times in processes and eliminating of undue costs
- Monitor supplier performance to assess ability to meet quality and delivery requirements
- Approve the ordering of necessary goods and services
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company
- Control spending and build a culture of long-term saving on procurement costs
- Perform all procurement and contracting activities including pre-qualification, tender management, negotiation and preparation of contracts.

Accountant

Permanent

Salary: R350 996.00 P/A

Location: Head Office, Mahikeng

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

- A National Diploma/Degree in Accounting, Finance/Economics
- A relevant Postgraduate Qualification will be an added advantage
- Knowledge of relevant legislation is required
- A minimum of 3 years previous relevant experience
- Proficient in Microsoft suite
- Must have a valid driver's license

The applicant will report to the Finance Reporting Manager and the responsibilities among others are to:

- Reconcile register to balance with GL on a monthly basis
- Ensure a financially balanced debtors system
- Do journals to keep system in balance

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- Check and correct trail balance
 - Perform reconciliations between property section and general ledger
 - Perform bank reconciliations for property bank accounts
 - Produce & compile audit reports (Income & Expenditure schedules)
 - Capture all properties and building information on the immovable register (financial an static)
 - Reconcile register to balance with GL on a monthly basis
 - Monitoring of the capturing of new leases on to system
 - Monitoring of renewal of existing leases on the system
 - Monitoring the capturing of all adjustments on tenant accounts
 - Capturing water & electricity schedules and loading onto tenant accounts
 - Capturing of all recoveries onto tenant accounts

Finance Administrative Officer
Permanent
Salary: 243 747.00 P/A
Location: Head Office, Mahikeng

To be considered you must meet the following minimum requirements:

- Must be in possession of a Matric certificate
- N6 certificate/ Diploma or Degree in Office Administration or related qualification
- Finance related qualification will be an added advantage
- Minimum 2 years office admin related experience
- Must have a valid driver's license
- Proficient in the full MS Office suite
- Strong interpersonal, communication skills, ability to work under pressure and the ability to handle confidential information

The applicant will be reporting to the Chief Financial Officer and the responsibilities among others are:

- Compiling and printing annual reports;
- Prepare travelling and subsistence claims for CFO & Managers in finance;
- Prepare audit file and any other required documentation during audit period;
- Liaison with government departments, clients and stakeholders, consultants;
- Typing memos, letters, reports, tele-faxes and minutes of meetings, binding of documents;
- Keep record of all important addresses, telephone and fax numbers;
- Arranging departmental meetings and taking minutes for such meetings;
- Prepare Subsistence and Travelling claims for the Department;
- Complete Petty Cash requisition forms for the department;
- Maintain stationery stock for the Department;
- Design and keep all relevant corporate forms and standard documentation and correspondence;
- Schedule meetings/appointments for the CFO and Managers in the Department;
- Prepare catering for meetings as and when required;
- Arrange all travel and accommodation bookings for CFO and Managers in the Department and
- Any other ad hoc responsibilities that may be required by the CFO or Managers.

Non-Executive Directors:

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Regional Property Manager: Bojanala and Far East
Permanent
Salary: R505 435.00 P/A
Location: Ga-Rankuwa

To be considered you must meet the following minimum requirements:

- National Diploma/ Bachelor Degree in Real Estate Property Management/Quantity Survey/Civil Engineering/Business Management.
- Relevant Postgraduate Qualification will be an added advantage
- Minimum 3 years property management related experience
- Must have a valid driver's license
- Ability to develop and implement maintenance programme
- Ability to provide impartial Property and related advice (orally and in writing) to senior level management on highly technical matters
- Good supervisory, leadership and management skills
- Proficient in the full MS Office suite
- A high sense of professionalism and ethical
- Strong interpersonal, communication skills and the ability to work effectively with a wide range of constituencies in a diverse culture

The applicant will be reporting to the Executive Manager: Property Management and Development and the responsibilities among others are:

- Develop staff performance against outputs and standards weekly;
- Manage employee relations in the Department; attend and address employee meetings, attend employee grievance and complaints, implement discipline and grievance procedure;
- Provide input for Regional manpower plan; identify new positions, compile departmental structure and set outputs and standards for new positions;
- Develop and compile preventative maintenance programme;
- Manage maintenance of movable assets;
- Manage ad-hoc maintenance of NWDC properties;
- Liaise by attending meetings with Industrialists, Municipal Authorities, Tribal Authorities and Clients;
- Manage capital of projects;
- Coordinate tenders as member of Regional Tender Committee;
- Develop and implement Regional Housekeeping Plan
- Manage Regional security and safety.

Tenant Coordinator x2
Permanent
Salary: 350 996.00 P/A
Location: Babelegi & Ga-rankuwa

To be considered you must meet the following minimum requirements:

- Must be in possession of a Matric certificate
- Relevant N6 certificate/National Diploma in the field of property, Finance, Business Management and/or in Real Estate
- Minimum of 3 years' relevant experience
- Must have a valid driver's license
- Proficient in Microsoft Suite

The applicant will report to the Regional Property Manager and the responsibilities among others are:

- Compile and update a rental register and balance with asset register.
- Ensure that signed leases are obtained for all new lettings and renewals, relating to every unit.
- Checking the lease document for neatness and accuracy after typing.
- Dispatching the lease document inclusive of a cover letter, for signature by the tenant.
- Compile, complete lease agreements and ensure compliance with NWDC Rental policy.
- Ensure timeous renewal of lease agreements of tenants.
- Attend and resolve tenants' queries.

Non-Executive Directors:

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- Interview potential tenants
 - Selecting the desired tenants according to the credit reports and personal interviews conducted and completion of leasing procedure , utilizing the e-leasing method.
 - Ensuring that all deposits and rentals are received from new tenants prior to occupation and handing over the keys.
 - Responsible for maintaining and increasing standards of customer care service to tenants;
 - Updating and maintaining contact details of tenants and updating tenant information manuals;
 - Ensure that Health and Safety standards are adhered to;
 - Risk Management, Preventing and reporting of damage or theft of NWDC Property;
 - Monitor security services;
 - Monitor the quality of cleaning and gardening services at the NWDC Properties.

SPECIAL ECONOMIC ZONE (SEZ) FIXED-TERM CONTRACT ADVERTS

General Manager: Zone Operations
5 Years Fixed Term Contract
Salary Negotiable
Location: Mogwase

To be considered you must meet the following minimum requirements:

- Must be in possession of Degree in Engineering/Town & Regional Planning (BSc Eng., BTech Eng., BTRP)
- A relevant Postgraduate Qualification in Engineering, Facilities Management will be an added advantage.
- A minimum of 5 years in Operational experience in Development Planning, Property Development, or Infrastructure Development
- 3 years in senior management, with experience in Development Planning, Property Development, or Infrastructure Development
- Knowledge of relevant legislation (e.g., Engineering, Safety, Land Development, Town Planning).
- Knowledge of establishment of all aspects of property and infrastructure development.
- Knowledge of Construction Management
- Project Management skills (full project life cycle)
- Must have a valid driver's license
- Proficient in Microsoft Suite

The applicant will report to the Chief Executive Officer and the responsibilities among others are:

- Overseeing the appointment of relevant service providers to conduct studies if necessary.
- Overseeing desktop and specialist studies and/or manage service providers to conduct relevant studies.
- In-house land suitability studies.
- Consulting with authorities to determine legislative constraints of land parcels.
- Assessing serviceability of the land (location from utilities) in collaboration with the Project Manager Planning.
- Making recommendations of identified land to EXCO for land acquisition.
- Overseeing Town planning layouts.
- Overseeing the timeous submission of planning applications & related approvals in terms of all relevant local, provincial, and national development planning legislation
- Liaising with Municipalities and relevant authorities to ensure compliance to relevant legislation.
- Participating in stakeholder forums and sharing plans with appropriate relevant stakeholders (e.g. Eskom, Department of Agriculture & Environmental Affairs, etc.).
- Overseeing the selection of services providers to plan & design utilities services/infrastructure in compliance with relevant legislation and quality system requirements.
- Overseeing planning studies (engineering feasibility).
- Overseeing the design of engineering infrastructure for all SEZ land parcels in compliance with relevant legislation and quality system requirements.
- Liaising with all relevant authorities on legislative requirements.
- Ensuring engineering design reports are produced.
- Ensuring traffic impact assessment (TIA) studies are conducted.
- Ensuring environment impact assessment (EIA) studies are conducted.
- Ensuring investor requirements are determined and met adequately to ensure continuity of supply.
- Overseeing the procurement process of service providers for the installation of utilities services/infrastructure in compliance with relevant legislation and quality system requirements.
- Overseeing & monitoring the implementation of designs/construction and establishment of infrastructure through the project management procedure and construction management.
- Participating in stakeholder forums and building partnerships with stakeholders (e.g. Eskom, Department of Agriculture Environmental Affairs, etc.).

Non-Executive Directors:

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- Ensuring that investors are provided with required infrastructure and technical support.
- Ensuring resources (people, equipment, and budget) are provided to maintain infrastructure. Overseeing the implementation of maintenance plans for all SEZ Engineering Infrastructure.

General Manager: Infrastructure Development
5 Years Fixed Term Contract
Salary Negotiable
Location: Mogwase

To be considered you must meet the following minimum requirements:

- Degree in Civil Engineering or Equivalent Qualification
- A Relevant postgraduate Qualification in the field will be an added advantage
- Must be registered with a recognized Professional Body
- Must have a minimum of 5 years' experience within infrastructure development and maintenance in economic development or comparable environment
- Must have a minimum of 3 years' experience in senior management level
- Knowledge of Construction Programme and project management
- Development facilitation skills
- Knowledge to interpret bylaws, resolutions, contracts, official records and related legal documents and draft materials
- Working knowledge of computer software, engineering and planning programmes
- Sound knowledge of PFMA, Treasury SCM regulation, CIDB regulation
- Occupational Health, Safety, Environment and Quality assurance
- Ability to provide impartial advice (orally and in writing) to senior level management on highly technical matters
- Proficient in the full MS Office suite
- Must have a valid driver's license

The applicant will be reporting to the Chief Executive Officer and the responsibilities among others are:

- Formulate and recommend goals, strategies, and objectives to the ExCom that ensure the maximisation of shareholder value and the long-term success of the BSEZ through commitment to economic development and job creation, which is enabled by infrastructure development;
- Lead and manage the BSEZ Infrastructure team within parameters established within BSEZ strategy;
- Review and report regularly to the ExCom concerning BSEZ progress towards its goals and all material deviations from the goals, strategies, and objectives;
- Development of the integrated Master plan (internal and external) construction schedule with a budget of R1bn;
- Monitor and report regularly to the ExCom on the overall progress and results against operating and financial objectives and initiate courses of action for improvement of all the initiatives;
- Programme Management of the integrated plan against budget, deliverable, quality etc.
- Identify the principal risks of the BSEZ's business and implement appropriate systems to manage these risks;
- Keep the ExCom fully informed of all significant operational, financial, and other matters relevant to the SEZ, including legal, regulatory, and governmental policy developments.
- Identify Infrastructure opportunities aligned to BSEZ initiatives
- Process land use and development for proposal approval
- Ensure development, EIA, rezoning, subdivision applications, inspections, building permits, and other relevant applications are processed
- Integrated service approach of services such as engineering, inspection, operation and maintenance of equipment, quality assurance, roads, infrastructure planning, development planning, capital and major projects
- Leads operations intelligence (practice and research-based knowledge) for purposes of planning, organisational positioning, impact reporting, benchmarking, performance improvement, quality and SHEQ etc.
- Formulate appropriate portfolio-based performance indicators to inform corporate planning, targeting, impact assessments and reporting;
- Confirm portfolio allocation to line managers and publish the same to the BSEZ community
- Foster effective communications and ensure appropriate relationships are maintained with the stakeholders of BSEZ
- Develop, grow and protect BSEZ's corporate brand
- Proficiency in Project Implementation and cost management.
- Authorise commitment of corporate resources, including contracts, transactions and arrangements in the ordinary course of business, in order to pursue the approved strategies, business plans, and objectives of the BSEZ
- Report major financial commitments, exposures, and risks to the ExCom on a regular and timely basis.
- Developing and implementing a maintenance strategy and plan.

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General Manager: Business Development & Investment Promotion
5 Years Fixed Term Contract
Salary: Negotiable
Location: Mogwase

To be considered for the position the applicant should meet the following minimum requirements:

- A National Diploma, Degree in Economics/Business Management/ Administration/Management
- A Relevant Post graduate Qualification will be an added advantage
- Must have a minimum of 5 years' experience in economic development or comparable environment
- Must have a minimum of 3 years' experience in senior management Level
- Knowledge of PFMA and other regulations
- Knowledge of Corporate Governance legislation and frameworks including the Companies Act and King 4
- Knowledge of political, economic and social aspects relating to the NW province & National
- Effective and inspirational people leadership to focus and drive business purpose
- Ability to provide impartial advice (orally and in writing) to senior level management on highly technical matters
- Business Acumen
- Financial and Project Management skills
- Communication skills
- Planning & Evaluation skills
- Governance skills
- Proficient in the full MS Office suite
- Must have a valid driver's license

The applicant will be reporting to Chief Executive Officer and the responsibilities among others are:

- Formulate and recommend goals, strategies, and objectives to BSEZ ExCom that ensure the maximisation of shareholder value and the long-term success of the BSEZ through commitment to economic development and job creation;
- Implement the investment and operating plans that support the strategic plan;
- Identify the principal risks of the BSEZ's business and implement appropriate systems to manage these risks;
- Provide input in the development and implementation of Business/special projects Development Strategies that align to SEZ and provincial trends.
- Oversee and liaise with research partners and stakeholders to identify potential areas of cooperation in new projects to enhance BSEZs national and international service offering/cooperation.
- Provide advice on appropriate strategies and policy initiatives to seek new markets, growth, customer retention and competitiveness; particularly in fast growing sectors in target countries.
- Implement the strategies by developing action plans to achieve objectives including, skills demands for identified projects relative to new business development.
- Act as a primary link to enable the implementation of project/business development initiatives to maintain and grow new business opportunities for BSEZ
- Monitor new developments and trends nationally and internationally regarding legislation and regulations relating to business development or areas of cooperation and report on findings and trends to enable strategic focus shift where necessary.
- Align and co-ordinate BSEZ's efforts with other partners and stakeholders to attain mutual benefit and grow BSEZ's service offering.
- Develop an entrepreneurial approach to identifying new market/business opportunities, ensure that these are explored and evaluated in a manner that promotes innovative and radical solutions that are beneficial to BSEZs strategic focus.
- Negotiate and complete business deals supporting BSEZ strategic objectives
- Plan, organise and implement Investment Outreach missions and road shows to promote BSEZ as ideal investment destination
- Establish and manage an Investment management system
- Prepare relevant promotional materials
- Interpret regulations, policies governing Business Development & Investment Promotion and guide potential investors
- Forge and maintain strategic partnerships with key stakeholders with the focus on potential investors
- Engage stakeholders in overall strategy formulation to ensure alignment and guard against potential conflicts of interest
- Foster effective communications and ensure appropriate relationships are maintained with the stakeholders of BSEZ
- Cultivate and promote good corporate image
- Articulate organisational programmes and values to internal and external stakeholders
- Develop, grow and protect BSEZ's corporate brand
- Information gathering across business, conducting analysis and report regarding overall performance of initiatives and activities undertaken by the business team
- Facilitate resource availability through effective procurement processes.

Non-Executive Directors:

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Executive Directors: Mr. Tshepo Phetla (**Chief Executive Officer**), Mr. R Malapane (**Acting Chief Financial Officer**)

Company Secretary: Mr. K Mafokwane

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

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

Strategic Planning and Business Performance Manager: B-SEZ
5 Years Fixed Term Contract
Salary: 631 794.00 P/A
Location: Mogwase

To be considered you must meet the following minimum requirements:

- A National Diploma/Degree and/or equivalent qualification in Business Management
- A relevant Post Graduate Qualification in Business Administration will be an added advantage
- 3 years relevant experience working with private and public enterprises
- The candidate must have extensive and proven demonstrable track record of establishing successful SEZs/industrial parks in developing and/or emerging economies.
- Business Development experience
- Strong commercial and business acumen
- Influence and impact
- Strong communication skills as well as a highly developed collaborative nature
- Stakeholder relationship management
- Analytical and Problem-solving Skills.
- Must have a valid driver's license
- Proficient in Microsoft Suite

The applicant will report to the Executive Manager: Bojanala SEZ and the responsibilities among others are:

- Facilitate strategic planning sessions and review with both internal and external stakeholders.
- Facilitate, review, and compile Annual Business Plans with a 5-year business outlook.
- Development of Annual Corporate plans based on the Annual Business Plans
- Facilitate and development the Company-wide Annual Performance Plans
- Facilitate and development the Company-wide Operational Plans
- Conduct market and sector specific research that will provide input and guidance in the strategies and operations of BSEZ. Develop in-depth knowledge about automotive and SEZ business development practices, prospective stakeholders, and industry trends.
- Monitoring and Evaluation Oversight of Annual Performance Plans on a quarterly basis
- Establish the BSEZ as a benchmarked, best practice business enterprise through the institutionalisation of structures and processes for sound planning, forecasting, control, and performance management.
- Facilitate the development of Annual Performance Reports in preparation for submission to the board and Auditor General.
- Development of Quarterly Performance Plans in preparation for submission to the Board and Accounting Authority
- Co-ordination of Strategic Risk Management within BSEZ to develop and implement timely corrective actions with respect to BSEZ goals, business, and financial plans to mitigate risks, emanating from threats and opportunities arising from internal and external environmental changes.
- Co-ordination of Operational Risk Management within BSEZ divisions
- Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services. Implement operational best practices.
- Collaborate with the management team to develop and implement plans for the operational infrastructure of systems.

Manager: Town Planning
5 Years Fixed Term Contract
Salary: R631 794.00 P/A
Location: Mogwase

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

- A National Diploma, Degree in Regional and Urban Planning or equivalent
- A Relevant Postgraduate Qualification will be an added advantage
- Must be registered with a Recognised Professional Body
- Must have a minimum of 3 years' experience in Regional and Urban Planning and Land use Planning or relevant experience
- Knowledge to interpret bylaws, resolutions, contracts, official records and related legal documents and draft materials
- Knowledge of land use management & Development facilitation
- Working knowledge of GIS
- In-depth knowledge and understanding of relevant legislation and statutory provisions
- Environmental legislation and requirements
- Monitoring and Evaluation.
- Sound knowledge of PFMA, Treasury SCM regulation, CIDB regulation
- Proficient in Microsoft suite
- Must have a valid driver's license

Non-Executive Directors:

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The applicant will report to the Executive Manager: Infrastructure Development and the responsibilities among others are:

- Provide guidance to engineers, architects on the production of drawings and supplemental planning on construction-related activities to ensure compliance with planning consent and directives
- Conduct research into town planning policies, legislative frameworks to ensure compliance
- Stay abreast with spatial planning development and land acquisitions
- Foster effective communication and ensure appropriate relationships are maintained with the stakeholders of BSEZ
- Develop, grow and protect BSEZ's corporate brand
- Keep all investors informed of spatial development in the BSEZ area
- Identify, align and analyse current and future development initiatives aligned to BSEZ initiatives
- Coordinate key administrative processes, applications & requirements related to Developmental Planning and Regional Planning
- Assess planning applications and formulate land allocation policies that balances stakeholder interest, taking the environmental aspects into account
- Manage integrated Town Planning programme delivery to ensure sustainability; Programmes design, Programmes planning, Programmes implementation, Programmes monitoring and reporting (all the areas), Programmes performance management and Manage public interventions and the development and use of land
- Coordinate and monitor key development projects in the BSEZ area.

Manager: Civil & Structural Engineering

5 Years Fixed Term Contract

Salary: R631 794.00 P/A

Location: Mogwase

To be considered you must meet the following minimum requirements:

- A National Diploma, Degree in Civil or Structural Engineering.
- A relevant Postgraduate Qualification will be an added advantage
- Must be registered with a Recognized Professional Body
- Must have a minimum of 3 years' experience within the building environment with experience in planning social and economic infrastructure programmes.
- Knowledge of Consulting Engineering Processes
- Programme Management skills
- Project management skills
- Budget Management skills
- Risk Management skills
- Cross-Functional Team management skills
- Built Environment-related Government Policies and Legislation
- Computer-Aided Design Packages (e.g. AutoCAD, PROKON, Civil Designer, etc.)
- Proficient in the full MS Office suite
- Must have a valid driver's license

The applicant will be reporting to the Executive Manager: Infrastructure Development and the responsibilities among others are:

- Lead and manage the BSEZ Civil and structural team within parameters established within BSEZ strategy;
- Review and report regularly to the Executive concerning BSEZ progress towards its goals and all material deviations from the goals, strategies, and objectives;
- Implementation of the civil and structural initiatives related to the Infrastructure Master plan (internal and external) construction schedule with a budget of R1bn;
- Monitor and report regularly to the Executive on the overall progress and results against operating and financial objectives and initiate courses of action for improvement of all the initiatives;
- Prepare specifications and schedule of quantities for engineering works.
- Provide information necessary for the design of other related services.
- Assist in drafting invitations to tender, tender conditions, forms of tender and conditions of contract.
- Prepare engineering designs in accordance with accepted engineering practices and standards.
- Investigate and propose innovative ways of solving engineering challenges.
- Consult on all engineering matters with the relevant stakeholders such as authorities and interested parties and make modifications to the designs based on the outcomes of the consultations.
- Prepare and submit all plans, drawings and estimates required for seeking the approval of statutory authorities and the client.
- Produce the required engineering details for tender, construction and as-built drawings for the works.
- Prepare an implementation programme for the engineering works.
- Monitor construction of the engineering works for compliance with the contract, including site meetings and visits at the frequency agreed with the client.
- Check contractors' drawings of structures and materials for conformity with design requirements.
- Issue instructions to contractors on behalf of the client.

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Maintenance Manager: B-SEZ
5 Years Fixed Term Contract
Salary: R631 794.00 P/A
Location: Mogwase

To be considered you must meet the following minimum requirements:

- National Diploma/Degree in Property/Real Estate Management or related courses/Assets and Maintenance Management
- A relevant Postgraduate Qualification in Property/Real Estate Management or related courses/Assets and Maintenance Management will be Advantageous
- Must have a minimum of 5 years' experience in Operational Maintenance Engineering and Commercial Property Management
- A minimum of 3 years' experience in a Management level Maintenance Engineering and Commercial Property Management advantageous
- Knowledge of property and asset management systems and software skills.
- Working knowledge of safety regulations, practices and procedures applicable to work unit occupational health and safety.
- Knowledge of preparing infrastructural maintenance plans.
- Knowledge of contract preparations and management.
- Must have a valid driver's license
- Proficient in Microsoft Suite

The applicant will report to the Zone Operations Executive and the responsibilities among others are:

- Provide input into employee structure planning and implement approved plans to ensure that the team is suitably staffed.
- Plan, organise, lead and control staff activities to ensure sub-functional objectives are met or exceeded.
- Ensure effective communication within department.
- Ensure contractual and statutory obligations and responsibilities are compliant in accordance with the Contractual Agreement.
- Develop training and succession plans to ensure compliance and in accordance with overall budget provisions.
- Ensure that maintenance is well executed across the Region; ensuring that all works, buildings and equipment are manned by appropriately trained personnel.
- Accountable for the operationalization of the facilities maintenance strategy, utilities management strategy within BSEZ
- The incumbent shall assist the BSEZ Property competent engineer to drive statutory compliance
- Assist in developing work methods/standards in line with sustainability targets and maintenance work.
- Assume accountability for sound execution of planned, corrective, and condition-based maintenance across the region
- Establish a preventive maintenance programme for repairs and maintenance work to maintain the physical plant while minimizing disruption to operations
- Establish medium to long term goals and objectives for the department
- Adhering to and improving Occupational Health and Safety Act and all other relevant statutes/compliance requirements
- Monitors utility costs and conduct utilities usage analyses to identify opportunities for cost savings or system performance improvements.
- Reviews all facility maintenance contracts/agreements and ensure terms and conditions are implemented.
- Plans the need and feasibility of minor additions, modifications and alterations to existing facilities and equipment.
- Review all hard and soft service level agreements entered into with external service providers
- Determine compliance status with property facilities manager
- Ensure BSEZ procedures for management, monitoring and audit of external service providers are compliant with BSEZ contractual obligations and adequate for the purposes of BSEZ service delivery and risk reduction (operationally and commercially) Review reporting structures internally and externally
- Review existing client structures
- Develop effective and customer focused and proactive relationships at all levels in the customer chain
- Develop effective communication lines and relationships with BSEZ customers on site
- Ensure Regular customer satisfaction audits are undertaken by an external party
- The Score for these audits needs to be attained at 85% or more.
- Ensure that action plans are put in place if required and followed up on Occupational Health & Safety Act as the 16.2(i) assistant to employee and ensure that all responsibilities as detailed in the appointment letter are carried out accordingly
- Review and ensure compliance of BSEZ obligations and responsibilities with respect to the Occupational Health & Safety Act and statutory requirements.

Administrative Officer: B-SEZ
5 Years Fixed Term Contract
Salary: R365 621.00 P/A
Location: Mogwase

To be considered you must meet the following minimum requirements:

- Must be in possession of a Matric certificate
- N6 certificate/National Diploma, Degree in Administration/or similar
- 2-6 years relevant experience in office administration
- Knowledge of Office administration
- Basic knowledge of project management

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- Planning and organising skills
- Accuracy
- Communication skills
- Report Writing
- Understanding of relevant legislation, policies and procedures
- Ability to prepare high-level business presentations
- Monitoring and Evaluation
- Must have a valid driver's license
- Proficient in Microsoft Suite

The applicant will report to the Unit Manager and the responsibilities among others are:

- Assist with business support
- Assist with tracking risks and mitigation progress
- Awareness of relevant regulatory and reporting requirements related to investments
- Managing the diary of the line manager
- Scheduling and confirmation of project meetings
- Record keeping of meetings and resolutions
- Subsequent follow through on meetings to provide / obtain information, reports and other documents that may be required;
- Take messages on behalf of the line manager and evaluate the urgency of the call and take appropriate action
- Research as requested by line manager
- Ensure that administration is completed in line with approved policies, processes and procedures
- Establish effective control and coordination mechanisms for all operations and activities, and take reasonable steps to ensure the integrity of the internal control and management information systems
- Ensure that all operations and activities are conducted in accordance with the PFMA, relevant regulations, the Code of Business Conduct and Ethics, sound business practices, and the other policies and practices approved by the Board
- Foster a high performance corporate culture that promotes ethical practices and encourages individual integrity, accountability, and social responsibility
- Assist with Project Administration to support line manager
- Scheduling and arranging meetings with the internal and external stakeholders

INTERNSHIP PROGRAMME

Department	Required qualifications	Branch	Number of students
Human Resources Management	N6 Certificate in HRM, Diploma/Degree	Head Office, Mahikeng	2
Finance	N6 Certificate in Financial Management, National Diploma /Accounting Degree	Head Office, Mahikeng	5
Asset Management	N6 Certificate in Finance and/or National Diploma/ Accounting Degree	3 Mahikeng, 2 Rustenburg	5
Information Technology	N6 Certificate in IT and/or Computer Science/ Diploma or Degree	3 Mahikeng, 2 Rustenburg	5
Auxiliary	N6 certificate in Facilities Management / National Diploma/ Management Assistance and/or Business Management/Degree	Head Office, Mahikeng	2
Marketing and Communications	N6 Certificate in Marketing and Communications and/or Public Relations / Diploma or Degree	1 Rustenburg , 1 Mahikeng	2
Property	N6 certificate in Business Management/ Property Management and/or Real Estate / Diploma or Degree	1 Taung, 1 Mothibstad, 2 Garankuwa, 2 Babelagi, 1 Mogwase, 2 Mmabatho, 1 Rustenburg, 1 Ganyesa, 1 Lehurutshe	12
Legal	LLB Degree	Head Office, Mahikeng	5
Total			38

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Internships - the following should be noted:

- All interns will earn a stipend of R5000.00 per month.
- The Internship Programme will run for a minimum period of 12 months.
- Intern applicants should be between 18-35 years of age.
- Internship applicants must not have previously served as an intern in the Public Service or Private Sector, immediate disqualification will be made should it be found that one has been on an internship before.
- Preference will be given to graduates residing in the respective areas above, please indicate the area you are applying for.

Note: All successful candidates will be required to sign a Performance Agreement Contract.

Interested candidates are requested to forward a covering letter, detailed CV and relevant certified academic qualifications (Not older than 6 months) to: email recruitment@nwdc.co.za,
In order to curb the spread of COVID-19, no hand deliveries will be accepted.

A separate application is required when applying for more than one position, please indicate which position you are applying for.

HR related enquiries may be directed to Ms. Keitopetse Msinga at keitopetsem@nwdc.co.za and/or 078 146 7734, for posts related enquiries may be directed to kabelom@nwdc.co.za and/or 0732431772.

The onus lies with the applicant to ensure that all foreign qualifications are verified by SAQA.

Closing date: 11 February 2022.

No late applications will be considered.

Communication will be reserved for shortlisted candidates only, if you do not hear from us 3 months after the closing date please consider your application as unsuccessful.

NB: NWDC reserves the right not to appoint.

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