

## NORTH WEST DEVELOPMENT CORPORATION SOC LTD

(Registration Number 1999/002625/30)



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 representatively in line with the numeric targets as contained in our Employment Equity Plan.

### NWDC VACANCY ADVERTS

**Chief Executive Officer**  
**5 Years Fixed Term Contract**  
**Salary: Negotiable**  
**Location: Mahikeng**

**Purpose:** The CEO will lead facilitate and promote economic growth and development by inclusively enhancing enterprise economic stimulating project development, trade and investment facilitation, and property management. He/she will set the direction of the organisation, overseeing all business operations and taking business decisions within the delegated authority that leads towards achieving the organisation's strategic goals. Positioning the North West Province as the preferred trade and investment destination, retaining and expanding existing investments and applying good Governance Principles within the organisation.

**The applicant will be reporting to the Board of Directors and the key performance areas among others are:**

- Assist the Board to determine values, vision, mission, long and short-term goals and stakeholder relations.
- Communicate and implement the organisation's vision, mission and overall direction.
- Implement the Board strategy and the vision of the organisation.
- Lead the development and implementation of the organisation's overall strategy that guides the direction of the business or organisation.
- Formulate and recommend to the Board the annual performance plan.
- Take overall accountability for achieving the Board objectives.
- Assure programme quality and organisational stability.
- Develop and monitor strategies for ensuring the long-term financial viability of the organisation.

#### **Non-Executive Directors:**

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

**Executive Directors:** Mr. Tshepo Phetla (**Chief Executive Officer**) Mr Kudakwashe Mpofu (**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](http://www.nwdc.co.za)

- Source and retain leadership within the organisation.
- Prescribe the authority and delegate to the Senior Management Team.
- Promote a culture that reflects the organisation's values, encourages good performance and rewards productivity.
- Ensure appropriate accounting procedures in compliance with Generally Accepted Accounting Principles (GAAP)/ International Financial Reporting Standards (IFRS).
- Provide prompt, thorough and accurate information to keep the Board appropriately informed of the organisation's financial position and to ensure an unqualified audit as a minimum.
- Lead employees in their achievement of business objectives with integrity, fairness and transparency.
- Provide strong and effective leadership to all employees.
- Build a working culture and the team.
- Create an environment that attracts and retains talent.
- Serve as the primary spokesperson and representative of the organisation.
- Actively advocate for the organisation, its beliefs and its programme efforts.
- Keep abreast of the business and economic climate in which the organisation and its stakeholders operate.
- Evaluate the success of the organisation and duly report all risks to the Board.

**To be considered the applicant must meet the following minimum requirements:**

- Applicants must be in possession of a Bachelor's degree in Business Management/ Economics / law/Administration.
- A Master's Degree in Business Administration and/or Management will be added advantage and/ or equivalent relevant qualification.
- A minimum of 5 -10 years' experience in senior management and/or executive level in the public service or state-owned entities. As the organisation's leader, this individual must have knowledge of and experience in management and administration as well as demonstrate experience in integrating and coordinating diverse areas of management.
- Have a high level of personal skills to make formal, persuasive presentations to groups and deal effectively with people from all segments of the community.
- Be comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.
- Have high ethical behaviour, have a clean criminal and credit record and/or proven ability to manage own finances

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**Chief Financial Officer**  
**5 Years Fixed Term Contract**  
**Salary: Negotiable**  
**Location: Mahikeng**

**Purpose:** The CFO is the chief financial spokesperson of the organisation and business partner to the CEO and organisational heads, assessing organisational performance against both the annual budget and the company's long-term strategy. He/she will develop tools and systems to provide critical financial and operational information to the CEO and make actionable recommendations on both strategy and operations. In addition, he/she will engage the Audit and Risk and Finance and Investment Committees around issues, trends and model(s) and operational delivery and will oversee long-term budgetary planning and cost management in alignment with the company's strategic plan, especially as the organisation considers sponsorships, potential acquisition and collaborations with external organisations. The CFO must oversee business insurance plans and health care analysis coverage.

**The applicant will be reporting to the Chief Executive Officer and the key performance areas among others are:**

- Prepare and maintain regular financial planning reports, monthly profit and loss by division (vs budget) and 13-week cash flow forecast.
- Undertake a complete analysis of financial results and develop recommendations (strategic and tactical).
- Develop and execute analysis of various business initiatives (e.g. open new operations, asset acquisition, new service launches etc.).
- Develop and maintain the capital budget.
- Coordinate the development and monitoring of budgets. Develop financial business plans and forecasts. Participate in corporate policy development as a member of the senior management team. Engage the Finance and Investment Committee of the Board of Directors to develop short, medium and long-term financial plans and projections. Represent the company to financial partners, including financial institutions, investors, financial executives, auditors, public officials etc. Ensure timelines, accuracy and usefulness of financial and management reporting to state funders, foundations and the Board of Directors. Oversee the preparations and communication of monthly and annual financial statements. Coordinate audits and proper filing of tax returns. Ensure legal and regulatory compliance regarding all financial functions. Ensure an unqualified audit outcome as a minimum requirement.

**To be considered the applicant must meet the following minimum requirements:**

- Applicants must be in possession of Matric plus a 4-year B.Com Degree (Accounting) admitted as a CA (SA).
- A minimum of 5 to 10 years exposure in senior management and/or executive level.
- Good knowledge and understanding of PFMA requirements, and leadership ability.
- Team management and interpersonal skills.
- Have high ethical behaviour, have a clean criminal and credit record and/or proven ability to manage own finances.

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**Chief Risk Officer**  
**5 Years Fixed Term Contract**  
**Salary: Negotiable**  
**Location: Mahikeng**

**Purpose:** The Chief Risk Officer will be responsible for developing an Integrated Risk Management (IRM) framework and related programmes that ensure that the organisation remains at the forefront of IRM best practices through continuous improvement of business processes, tools and techniques. The position also provides both oversight and direction for the management of risks across the organisation in partnership with the business leadership team.

**The applicant will be reporting to the Chief Executive Officer and the key performance areas among others are:**

- Serve as a confidential point of contact for employees and stakeholders to communicate identified risk and compliance issues or dilemmas experienced and to report irregularities.
- Develop and direct a Risk Management Framework for the organisation.
- Establish a risk management process that quantifies the organisation's risk appetite i.e. the level of risk the organisation is prepared to accept.
- Develop overall policies, plans, programmes and guides that assist the organisation in identifying, measuring and monitoring risks exposure and mitigating the risks that could result in human, physical, technological, environmental and financial consequences to the organisation.
- Initiate regular risks by comparing with criteria established by the organisation such as costs, quality, timelines, legal requirements, external factors etc.
- Evaluate the organisation's handling of previously identified risks.
- Draw up a risk-mitigating plan for the new financial year and agree on the plan with relevant structures within the organisation that will limit the risks to acceptable levels.
- Schedule and guide regular internal investigations and interviews aimed at monitoring all types of risks and compliance issues at all levels of the business operations and identifying new risks if any.
- Issue reports to the Audit and Risk Committee to become aware of and understand the strategic risks and most significant risks.
- Issue reports to the Executive Management to ensure they become aware of all risks affecting the business and to approve the mitigation/ implementation plan.
- Consult and work with the head of business units in drawing up business continuity plans.
- Oversee all audits of accounting practices, safety measures, and compliance reports.

**To be considered the applicant must meet the following minimum requirements:**

- A post-graduate degree in Commerce, Finance, Legal or similar relevant qualification.
- A minimum of 8 years in a Senior Management role, and a minimum of 5 years in Risk Management including the ability to identify new risks facing the organisation.
- Experience in strategic and business planning and experience in tools and techniques for evaluation and presentation and maintenance of strategic and operational risks workshops and interviews

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**Board Administrator (P10)**  
**Permanent Position**  
**Salary Scale: R243 747 – R304 684**  
**Location: Mahikeng**

**Purpose:** The Board Administrator will be responsible for rendering administrative support to the Company Secretary.

**The applicant will be reporting to the Company Secretary and the key performance areas among others are to**

- Assisting the Company Secretary to record accurate minutes
- Keeping proper records of all the Board Information, minutes, board resolutions, declaration of interest forms, attendance registers
- Working out the Board fees and keep track of all payments made relating to the Board
- Prepare Board Claims after all Board and Committee meetings
- Assisting in the compilation of Board packs
- Update the Board recon of payments for Budgetary, Audit and information purposes
- All logistical arrangements for Board Committee members including hotel bookings, meals, etc.
- Photocopying and shredding documents
- Stationery control
- All other admin related functions of the Board Secretariat

**To be considered the applicant must meet the following minimum requirements:**

- Grade 12
- Diploma and/or Bachelor's Degree in Administration
- Driver's License minimum Code 8
- Previous relevant experience

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## APPLICATION INFORMATION

*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](mailto:recruitment@nwdc.co.za),

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](mailto:keitopetsem@nwdc.co.za) and/or 078 146 7734. Post-related enquiries may be directed to [kabelom@nwdc.co.za](mailto: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: 29 July 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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