

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 of 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 filling of these posts for candidates whose promotion/appointment will promote representativity in line with the numeric targets as contained in our Employment Equity Plan.

NWDC POSITIONS

Internal Audit Manager X1

Salary: R650 000.00 P/A

Location: Mahikeng

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

- An appropriate Bachelor's degree in Auditing or Financial Management or an equivalent qualification.
- A minimum of 6 years experience in internal or external audit from an audit environment with a minimum of 2 years experience in a management role within internal audit, External audit, governance, risk, compliance, or auditing environment.
- Relevant postgraduate qualifications will be an added advantage.
- Extensive knowledge and understanding of the operations of the public and private sectors especially in relation to the North West Development Corporation.
- Good understanding of the PFMA Regulatory Framework and King IV Code of Good Practice.
- Good understanding of the public sector policies and initiatives as well as the role of information in the Provincial Government decision-making.
- Demonstrated strategic, and audit management ability and experience. Experience in leading and managing transformation, change, and diversity.
- Generic management competencies, including strategic capability and leadership, program and financial management.
- Must have a valid driver's license

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

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

The applicant will be reporting to the Chairperson of the Audit Committee and the key performance areas among other are:

- Develop an audit plan
- Develop a manual to guide the internal audit department's operation.
- Compile and recommend operational policies in respect of the unit's functional activities
- Develop a three-year roll strategic and annual audit plan in order to direct the audits for the specific year.
- Re-align the audit plan as and when changes/risks in the organisation occur
- Interpret legislative requirements to develop the structure of the plan and program and present it to the Audit Committee
- Research key compliance aspects related to controls, risk, accounting procedures and practices, performance management, and loss control for inclusion into the plan and program
- Develop compliance and IT audit strategy and policy and develop audit methodologies and procedural guidelines
- Review financial statements accuracy by ensuring that assets and liabilities mentioned in reports really exist, analysing samples of work done, and interviewing staff
- Participate in the valuation of a business to ensure that the Corporation is valued according to assets at hand.
- Manage and control the risk assessments of the organisation, ensure that high-risk areas are identified and appropriate resources are allocated to high-risk areas
- Monitor and control internal audit projects so that the professional standards for the practice of Internal Auditing with regard to planning and documentation are adhered to
- Appoint/source external specialists within the fields where there is a lack of skills
- Assign auditors to audits based on skills levels and workload
- Review the work conducted by auditors to ensure that working paper files are prepared in accordance with the IIA standards
- Provide input and advice where required by the auditors
- Liaise with the responsible auditor on the quality review in order to ensure the audit is conducted properly
- Oversee that the draft report is complete, accurate, and adequately supported by the relevant audit evidence
- Conduct follow-up audit reports ensuring that agreed corrective actions with management have been implemented and are working as intended Issue an audit report to support follow-up actions
- Manage follow-up audits to check that agreed solutions between audit and management were actually implemented and report deviations to the audit committee
- Ensure that audit work in the field of investigations and fraud limitations have adequate resources and that the correct procedures are followed
- Effective management of the budget to ensure that expenditure remains within budgetary constraints
- Ensure accurate budget variance reporting
- Manage & monitor the budget for allocated cost center/s
- Ensure compliance with administrative controls over funds, contracts, and procurements, to preclude fraud or mismanagement of funds within the budget. It is a three-year rolling plan.

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Maintenance Coordinator X1
Salary: R450 000.00 P/A
Location: Mogwase and Rustenburg

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

- Matric certificate or equivalent
- An appropriate Trade Test or National Diploma in Mechanical \ Electrical or an equivalent qualification.
- A Bachelor's Degree will serve as an advantage.
- Five (5) years supervisory experience.
- Relevant experience in a property maintenance environment will be an advantage.
- Extensive knowledge of building systems such as plumbing, carpentry, and electrical.
- Excellent analytical and problem-solving skills.
- Ability to identify issues and determine repairs that are needed.
- Ability to plan maintenance schedules for building systems.
- Excellent management and supervisory skills.
- Have proven computer literacy skills
- Must be in possession of a valid driver's license.

The applicant will be reporting to the Regional Property Manager and the key performance areas among other are:

Preventative Maintenance

- Assist in developing preventive and corrective maintenance programmes including performing quarterly assessments of buildings
- Identify and meticulously analyse all requests for repairs and troubleshoot them, i.e. trace and correct them
- Perform maintenance tasks based on pictures, blueprints, and written descriptions
- Continuously consult and/or coordinate with skilled tradesmen/assigned supervisor(s) for the purpose of limiting extensive damage to properties in order to prevail and limit exposure to liability
- Maintain work areas and ensure these are clean, safe and organised
- Install, assemble, fit, repair and replace all identified defects in properties and equipment in accordance with the relevant standards and procedures for the identified defects
- Maintain company property tools and equipment. Ensuring all equipment is operating safely and efficiently in a clean environment to avoid accidents
- Complete daily work assignments in a timely and accurate manner and maintain complete records of daily maintenance activities including the use of the maintenance helpdesk
- Strict adherence to company policies, safety regulations, and other relevant occupational and legal requirements

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Emergency Maintenance

- Attend to all emergency work in a timely manner and as per the standard procedures for emergencies including shutting down all dangerous areas
- Keep emergency tools and sufficient basic stock of materials for emergency purposes
- Restore the situation to normality as quickly as possible and effect a clean-up operation
- Elevate the identified source of the problem to regular maintenance schedules

Administration, Purchasing & Reporting

- Responsible for establishing a maintenance plan for the area and adhering to a departmental budget
- Responsible for ordering and managing the inventory of maintenance supplies and other items needed to keep up with maintenance and repair needs
- Assist with negotiating maintenance contracts and one-time service arrangements with vendors
- Responsible for initiating maintenance-related submissions, motivations, and reports

Subordinate Supervision and Development

- Supervise staff against outputs and standards
- Supervise industrial relations and human resources in the area
- Develop subordinates using performance appraisals to determine training

General Engineering Services X7

Salary: R264 000.00 P/A

Location: Mogwase x1, Rustenburg x1, Babelegi x2, Garankuwa x1, Mothibistadt x1 and Ganyesa x 1

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

- Matric Certificate or equivalent
- An appropriate Trade Test or National Diploma in Mechanical \ Electrical or an equivalent qualification.
- A National Diploma in Engineering Studies will serve as an advantage.
- Have three (3) years relevant experience.
- Relevant experience in a property maintenance environment will be an advantage.
- Skills in general DIY and maintenance and general gardening including assessment, installation, repair, and maintenance
- Good time management and project management skills
- Knowledge of the tools, equipment, and materials common to the environment
- Practical knowledge of plants plus experience and using general garden machinery
- Must be in possession of a valid driver's license.

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The applicant will be reporting to the Maintenance Coordinator and the key performance areas among other are:

- Installation inspections, diagnosing faults, testing, replacement, repair, and maintenance of building fixtures and fittings
- General plumbing including washers, taps, unblocking toilets, unblocking stacks, installing new sinks, urinals, and toilets, pipework (copper or PVC)
- General carpentry such as hanging doors, new locks, architraves, window frames, boxing in, assembling furniture, easing and adjusting windows, replacing handles and similar hardware
- General tiling – floors and walls
- Flooring work, such as tiling
- General painting & decorating
- Basic electrical maintenance
- Day-to-day care and maintenance of gardens and hedging
- Day-to-day care and maintenance of hedging
- Day-to-day care and maintenance of the garden buildings
- Regularly inspecting garden structures and undertaking minor repairs or advising the line manager of any need to replace/rebuild
- General garden carpentry such as assembling and maintaining furniture, replacing handles and similar hardware
- Identify hazards, defects, and the need for adjustment or repair; to ensure compliance with agreed codes, laws, working practices, and health and safety
- Liaising with the line manager and other team members and performing jobs as and when they are required
- Carry out planned tasks in accordance with requirements
- Carry out tasks within specified time limits
- Ensure compliance with applicable codes, legislation, and procedures including health and safety
- Maintain accurate records/documentation associated with work
- Immediately report problems/failures that may impact the organisation and/or its clients/customers to the line manager
- Meet targets and contribute to those of the team as a whole
- Contribute towards the efficient running of the team

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BOJANALA SPECIAL ECONOMIC ZONE (SEZ)

EXTERNAL AND INTERNAL ADVERTS

Manager: Human Resource Management

Salary: R631 794 P/A

Location: Mogwase

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

- Matric and a B.Com Degree in HRM/Industrial Psychology or similar
- NQF Level 8 postgraduate qualification in Human Resource Management/ Industrial Psychology or similar will be an added advantage
- A minimum of 5 years' of experience must be at a Senior HR Practitioner and/or at a supervisory level
- Ability to develop and implement HR policies
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse culture
- Knowledgeable in terms of the 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 legislation
- Strong labour relations, negotiation, and communication skills
- A high sense of professionalism and ethics
- Good supervisory, leadership, and management skills
- Sensitivity towards confidential employee information
- Ability to provide impartial HR advice (orally and in writing) to senior management on technical matters
- Proficient in the full MS Office suite
- Must have a valid driver's license

The applicant will be reporting to the General Manager: Zone Operations and the key performance areas among other are:

- Formulate an HR operational plan in consultation with stakeholders to ensure maximum shareholder value and the long-term success of the BSEZ through commitment to economic development and job creation
- Implement the integrated business delivery approach
- Provide leadership in building and growing a business delivery track record including, improving brand reputation

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- Provide leadership for creating operational competitive advantages around the following (among others); Competence, Talent Management & Capacity building; Integrated business processes and systems; Retention of key skills; training and development performance culture & management, innovation, people management, sound employment relations, fair reward & recognition, employee wellness & OHSA, transformation (including diversity & inclusion), payroll management
- Foster effective communications and ensure appropriate relationships are maintained with the stakeholders of BSEZ
- Cultivate and promote a good corporate image
- Develop, grow and protect BSEZ's corporate brand
- Implement progressive HR policies & procedures in consultation to support the achievement of BSEZ strategy and compliant with relevant legislation and regulations
- Develop and direct the implementation of organisational sustainability measures
- Direct the compilation of performance reports in accordance with the organisation's governance protocol
- Providing effective, professional advice and guidance to internal customers regarding labour legislation and regulations on services delivered
- To establish functional standards for accurate recordkeeping, administration, and systems enabling proper data management
- To measure employee engagement and satisfaction with HR & Legal services

Manager: Legal Services

Salary: R631 794 P/A

Location: Mogwase

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

- Matric and B.Com Law Degree (LLB) and articles or Pupillage Admission as Attorney or Advocate
- A relevant postgraduate qualification in the field will be an added advantage
- A minimum of 5 years' experience as a Senior Legal Officer and/or supervisory level
- Knowledge of relevant legislation (SEZ, Companies Act, PFMA, Administrative, PAJA) and administrative and constitutional law
- Excellent knowledge of the law
- Good supervisory, leadership, and management skills
- Proven track record of drafting, reviewing, and editing agreements and contracts
- Familiar with local and international laws and regulations
- Ability to provide impartial legal advice (orally and in writing) to senior management on technical matters
- Negotiation, litigation, analytical, and interpretation skills
- Proficient in the full MS Office suite
- Must have a valid driver's license

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The applicant will be reporting to the General Manager: Zone Operations and the key performance areas among other are:

- Support and assist with determining and implementing the legal strategy for BSEZ
- Develop and manage the operational plan for the legal department and report on progress as required
- Provide legal counsel support to relevant internal stakeholders within BSEZ
- Support and assist with the management of all legal risks and exposure of BSEZ in respect of corporate decisions and projects and determine legal strategies and measures to mitigate those risks
- Review legislation and regulations, in collaboration with the Company Secretary and Risk Department.
- Identify trends, changes, and risks and develop proactive strategies to ensure compliance with regulations and legislation
- Assist and support the Executive Manager (EM) and Executive team in engagements with stakeholders on legal needs and collaborate with external service providers to provide relevant solutions to legal matters
- Serve as a trusted business partner and ensure that the legal department functions optimally and supports and protects the business
- Assist Finance, the Company Secretary, and Strategic Planning in various corporate actions and corporate law matters and special projects/transactions
- Participate with executive teams in project meetings and direct and coordinate group-wide legal input and requirements and share project strategies
- Advise and assist CEO and Executives on corporate legal requirements and interpretation of statutes
- Assist BSEZ corporate special projects (within SA and internationally) including engaging with divisional special project teams and external legal service providers
- Draft agreements, lead and coordinate inputs by key stakeholders such as the BSEZ finance and tax teams
- Counsel and keep key stakeholders such as BSEZ Exco, senior management, finance, and tax teams informed on regulatory developments
- Assist the BSEZ with the interpretation of more complex legal aspects of the Companies Act, the constitutional documents, King IV Code on Corporate Governance, and requirements that require consideration beyond the Company Secretary
- Support and assist the Company Secretary in providing legal input in the annual preparation of the Group Integrated Annual Report and governance policies
- Provide support to colleagues and staff members within the team with regard to contract drafting, opinions, and negotiation
- Give ongoing feedback to the business units on the activity and status of relevant legal matters and agreements
- Attend and contribute to appropriate business forums
- Check and compare contracts to identify where efficiencies can be leveraged from a service and cost perspective, and sign off new contract precedents to be utilized by the broader legal team
- Proactively monitor contract expiry dates and escalate to internal stakeholders to trigger renewal notices.
- Develop and implement precedent agreements, and SLAs, in collaboration with the legal team and internal stakeholders to assist with creating efficiencies for the drafting of corporate agreements
- Negotiate with opposing parties regarding legal matters
- Ensure BSEZ complies with all legislation and other specialisation areas such as construction, engineering, municipal, and local government conditions

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Manager: Finance
Salary: R631 794 P/A
Location: Mogwase

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

- Matric and B.Com Degree in Accounting, Financial Management or equivalent
- A relevant postgraduate qualification will be an added advantage
- Must have a minimum of 5 years' experience as a senior in the finance field and/or supervisory level
- Knowledge of relevant legislation (PFMA, Treasury Guidelines, and Regulations, etc.)
- Knowledge of financial accounting principles
- Knowledge of IFRS and GRAP systems
- Knowledge of Treasury guidelines and regulations
- Knowledge of Pastel Evolution
- Effective and inspirational people leadership to focus and drive business purpose
- Ability to provide impartial advice (orally and in writing) to senior management on finance matters
- Good supervisory, leadership, and management skills
- 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 the General Manager: Zone Operations and the key performance areas among other are:

- Streamlined and efficient processes for the business including documentation of processes
- Ensure alignment with BSEZ finance architecture requirements
- Support Executive Manager (EM) in order to establish proper reporting of financial results and discussion with business stakeholders
- Monthly discussion of financial results with EM and follow through on key issues
- Coordinate sourcing, analysis, and interpretation of financial information to review the financial performance of the business
- Provide financial forecasts
- Ensure effective preparation of accurate budgets and monitor performance against actual outcomes
- Ensure an optimal cost base for the organisation in the short and long-term including a detailed understanding of the organisation's cost base and measures to reduce the cost-to-income ratio
- Ensure timeous communication of the progress and challenges in executing delivery plans to stakeholders
- Build and maintain stakeholder relationships in the interest of expectation management, knowledge sharing, and collaboration.
- Encourage team members to provide exceptional customer service

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- Support EM with people development plans in line with delivery and performance objectives, within budget, and with the support of HR
- Implement corporate governance and compliance practices
- Lead the finance team in areas of general accounting, fixed assets, inter-company, and account reconciliation
- Balance month-end, quarter-end, and year-end
- Oversee smooth execution & ensure books are closed on time
- Collaborate and work with other business leaders and functional leaders within the BSEZ
- Achieve retention targets within the finance team
- Oversee the delivery of outsourced services during financial year-end & other projects
- Implement appropriate mechanisms to identify, understand and escalate performance gaps and/or performance breakthroughs

Manager: Partnership and Stakeholder Management

Salary: R631 794 P/A

Location: Mogwase

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

- Matric and Bachelor's Degree in Marketing, Communications, or Journalism
- A relevant postgraduate qualification will be an added advantage
- A minimum of 5 years' experience as a Senior Marketing/Communications Officer and/or supervisory level
- Knowledge of communication protocols within the public sector and with other stakeholders
- Knowledge of media etiquette across all platforms
- Knowledge of stakeholder behaviour
- Knowledge and application of brand management principles
- Impactful verbal and written communication skills
- Demonstrate diplomacy (creating win-win solutions)
- Awareness towards different stakeholders
- Knowledge of the political, economic, and social aspects relating to the North West Province & National (SA)
- Good supervisory, leadership, and management skills
- Business report writing skills
- Project Management skills
- Networking skills (all platforms)
- Communication skills
- Planning & evaluation skills
- Proficient in the full MS Office suite
- Must have a valid driver's license

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The applicant will be reporting to the General Manager: Zone Operations and the key performance areas among other are:

- Develop, consult and implement the Stakeholder & Media Strategy in line with BSEZ's strategy
- Develop and implement the media policy
- Build and maintain key stakeholder relationships
- Ensure stakeholders are recognised as partners in the development and delivery of the organisation's strategic initiatives
- Develop and implement stakeholder management strategies including informing, consulting, and involving stakeholders and evaluate the effectiveness of these strategies
- Advise line manager of issues and/ or risks to stakeholders and media before or as soon as they arise so that risks can be managed effectively
- Ensure staff involved in strategic projects understand the value of and are committed to the genuine participation of stakeholders
- Manage the effective delivery and ongoing implementation of a stakeholder contact management system
- Develop and manage stakeholder satisfaction surveys, and develop and implement strategies to address the findings
- Develop, review and oversee the implementation of the corporate social investment (CSI) strategy and annual plan. This will include identifying and pursuing CSI opportunities to partner with or leverage for strategic projects
- Coordinate strategic communication for key project messages and behavioural change necessary to strengthen the overall performance of initiatives
- Promote high-level collaboration, communication, and cooperation with media, stakeholders, and communities
- Coordinate workshops or other engagement platforms with stakeholders
- Support strategic engagements by capturing key issues, and preparation of summaries, reports, briefs, and other materials
- Cultivate and promote a good corporate image
- Develop, grow and protect the BSEZ's corporate brand
- Design and distribute promotional material

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Manager: Security
Salary: R631 794 P/A
Location: Mogwase

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

- Matric and a Diploma/Degree in Law Enforcement, Security Management, Risk Management, Law or equivalent
- Grade A PSIRA registration
- A relevant postgraduate qualification will be an added advantage
- Ability to conduct security-related risk assessments within different types of industries
- Contract management and the management of SLAs
- Knowledge and understanding of SHE legislation and its impact on property
- Knowledge of document and incident management systems
- Good supervisory, leadership, and management skills
- Communication skills
- Planning & evaluation skills
- Proficient in the full MS Office suite
- Must have a valid driver's license

The applicant will be reporting to the General Manager: Zone Operations and the key performance areas among other are:

- Assist in ensuring that team performance meets required standards
- Ensure that all security guards are fully compliant with PSIRA requirements
- Ensure effective communication within the business unit and externally
- Assist in security risk assessments and security needs analysis for all BSEZ locations
- Implement risk-mitigation strategies for BSEZ and assist tenants in developing their risk-mitigation activities
- Receive and resolve all tenant security queries to ensure that BSEZ interests are protected, tenants' rights are respected and relationships are maintained
- Liaise with local law enforcement departments to assist with BSEZ security investigations of incidents such as illegal occupation, accidents, thefts, and property loss
- Engage in continuous training of security guards on CCA requirements, lease agreements, and general security responsibilities
- Implement an integrated and comprehensive security strategy, policies, and systems for BSEZ, including perimeter fences, access, and access control, guarding, patrolling, and electronic surveillance
- Assist in developing, reviewing, and implementing security procedures/policies and processes for the BSEZ
- Oversee day-to-day security operations for BSEZ
- Assist the CCA team in ensuring full compliance with CCA requirements by the BSEZ
- Manage inbound and outbound customs-related operations on a daily basis against the relevant CCA regulations and standard operating procedures.
- Manage access control to the CCA
- Assist in the preparation of procurement documentation for security operations
- Ensure that security providers are procured timeously and according to BSEZ supply chain policies
- Continuously monitor legal compliance of security service providers

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Manager: SMME (Enterprise Development)

Salary: R631 794 P/A

Location: Mogwase

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

- Matric and a Bachelor's Degree in Economics/Finance /Business Management or equivalent
- A relevant postgraduate qualification will be an added advantage
- A minimum of 5 years' experience as a Senior SMME Officer and/or supervisory level
- Knowledgeable in terms of the Public Finance and Management Act (PFMA), Treasury Regulations and guideline knowledge, and other SCM
- specific legislation
- Knowledgeable in terms of SCM Regulations, practice notes, circulars, and policy frameworks
- Good stakeholder relations, negotiation, and communication skills
- Ability to provide impartial SCM advice (orally and in writing) to senior management on highly technical matters
- A high sense of professionalism and ethics
- Good supervisory, leadership, and management skills
- Planning & evaluation skills
- Governance skills
- Communication skills
- Proficient in the full MS Office suite
- Must have a valid driver's license

The applicant will be reporting to the General Manager: Zone Operations and the key performance areas among other are:

- Provide strategic, responsive, sound, and enabling enterprise development systems, policies, and administrative framework aligned to BSEZ strategic objectives
- Perform an advisory and guidance role to the Executive on matters of enterprise development
- Develop, manage, and maintain enterprise development programmes in line with strategic objectives
- Contribute to the development process of the policies, procedures, and controls at various levels through the input of enterprise development advice on relevant aspects referred to in consultation with stakeholders
- Highlight possible untransformed procurement opportunities within the company for previously disadvantaged SMMEs
- Identify sub-contracting procurement opportunities within the company for previously disadvantaged SMMEs
- Assist BSEZ's business units with the preparation of demand plans and with the roles for previously disadvantaged SMMEs in procurement requirements
- Develop an entrepreneurial approach to identify new market/business opportunities, ensuring that these are explored and evaluated in a manner that promotes innovative and radical solutions that are beneficial to BSEZs strategic focus
- Keep the executive fully informed of all significant operational, financial, and other matters relevant to the BSEZ, including legal, regulatory, and governmental policy developments related to enterprise development
- Build up and co-ordinate a database of SMMEs with appropriate skills and expertise in various sectors where goods and services are required
- Prepare and present training programmes to SMMEs as and when required

Non-Executive Directors:

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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

- Identify outsourced training service providers and manage intervention and key outputs
- Evaluate various initiatives, processes, systems, and vendors - and provide recommendations to SC Manager on desirability and feasibility in consultation with stakeholders
- Engage stakeholders in overall strategy formulation to ensure alignment and guard against potential conflicts of interest
- Review the procurement of goods from SMMEs in terms of local compliance
- Establish effective control and coordination mechanisms for all operations and activities, and take reasonable steps to ensure their integrity.
- Ensure that all operations and activities of the BSEZ are conducted in accordance with the PFMA, relevant regulations, the Code of Business Conduct and Ethics, sound business practices, and other policies and practices approved by the Board

Manager: Supply Chain Management

Salary: R631 794 P/A

Location: Mogwase

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

- Matric and a Bachelor's Degree in Finance, Accounting, Logistics, or equivalent
- A relevant postgraduate qualification will be an added advantage
- Governance skills
- Complex problem-solving skills
- Awareness towards different stakeholders
- Ability to prioritise multiple tasks
- Excellent networking skills
- Financial and project management skills
- Knowledge of PFMA, PPPFA, BBBEE, and other regulations
- Knowledge of Corporate Governance legislation and frameworks including the Companies Act and King IV Code
- Knowledge of political, economic, and social aspects relating to the North West province & National (South Africa)
- Business report writing skills
- Planning & evaluation skills
- Communication skills
- People management skills including leadership, performance management, and people development in alignment with PDPs
- Understanding of procurement databases and reporting processes
- Problem-solving skills to identify potential problems and put the necessary in place to resolve the problem
- Proactive decision maker
- Ability to drive strategies over multiple departments and business unit
- Proficient in the full MS Office suite
- Must have a valid driver's license

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The applicant will be reporting to the General Manager: Zone Operations and the key performance areas among other are:

- Partner directly with executive leadership to assess needs, develop solutions, and proactively manage sourcing needs.
- Ensure appropriate collaboration communication occurs between the strategic sourcing department and business departments
- Develop procurement policies and procedures in compliance with legislation and regulatory bodies (PFMA, National Regulations, PPPFA, etc.).
- Provide strategic procurement guidance on multiple projects, processes, and standards as required by the organisation
- Develop negotiation strategy for local negotiations and actively lead local contract negotiations as required based on criticality or complexity
- Ensure timeous, quality, and cost-effective supply of materials, equipment, and services during industrialisation and operational phases, both for upstream and downstream processes
- Develop commercial and legal framework agreements and drive “make or buy” assessment guidelines for select project components required for the organisation
- Take leadership for full accountability on all aspects of the supply chain
- Drive initiatives in collaboration with business units for the implementation of any SCM-related projects
- Develop a risk matrix for the SCM portfolio
- Ensure adequate operational planning and financial control systems for the SCM function
- Direct strategy towards profitable growth of SMMEs
- Unlock synergies within the supply chain to improve competitiveness
- Ensure that all goods and/or services procured have contracts and/or service-level agreements
- Identify and drive initiatives for further improvement of total cost of ownership within the SCM function
- Ensure periodic reporting to EXCO, National Treasury, and any designated function
- Develop demand and supply forecasts in collaboration with user departments
- Drive SCM Governance and compliance
- Proactively manage client satisfaction/dissatisfaction process, etc. to determine root causes and take corrective action
- Conduct ongoing performance measurement and management of the SCM team
- Coach and mentor SCM team to achieve organisational objectives
- Develop a succession plan for all critical roles within SCM
- Drive training interventions to close skills gaps

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

It is NWDC’s intention to promote equity (race, gender, and disability) through the filling of these posts for candidates whose promotion/appointment will promote representativity in line with the numeric targets as contained in our Employment Equity Plan.

Interested candidates are requested to forward a cover letter, detailed CV, and relevant certified academic qualifications (Not older than 6 months) to recruitment@nwdc.co.za,

No hand deliveries will be accepted.

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Please clearly indicate which position you are applying for.

A separate application is required for each position.

HR-related enquiries may be directed to Mmathapelo Tamako mmathapelot@nwdc.co.za Post-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 November 2022.

No late applications will be considered.

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

NB: NWDC reserves the right not to appoint.

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