

# 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 filing of these posts with a candidate whose promotion/appointment will promote representativity in line with the numeric targets as contained in our Employment Equity Plan.

**Chief Executive Officer\***  
**Duration of the contract: 5 Years**  
**Salary: Negotiable**  
**Location: Mahikeng**

**Purpose:** The CEO will lead, facilitate and promote economic growth and development by enhancing economic enterprise development, trade, and investment facilitation, property management, and special projects. 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, and retaining and expanding existing investments is of great importance in this role. The incumbent should have the ability to apply good Governance Principles within the organisation.

**The applicant must meet the following minimum requirements:**

- A Postgraduate Degree in Business Administration/ Management/ Economics/ Law/Administration.
- A master's degree will be an added advantage.
- A minimum of 8-10 years relevant experience in executive management level in state-owned entities and/or public service.
- 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 conduct formal, persuasive presentations to groups and deal effectively with people from all segments of the community.

The applicant will be reporting to the **NWDC Board of Directors** and the key performance areas include:

- 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 organisation
- Formulate and recommend the annual performance plan to the Board of Directors

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- Take overall accountability for achieving the Board's objective
- Assure programme quality and organisational stability
- Develop and monitor strategies for ensuring the long-term financial viability of the organisation
- Recruit and retain leadership skills within the organisation
- Lay down 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) and 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
- Motivate employees to achieve all business objectives, and lead with integrity, fairness, and transparency
- Provide strong and effective leadership to all employees
- Build an ethical working culture in the organisation
- 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 programmes
- Stay abreast of the business and economic climate in which the organisation and its stakeholders operate
- Evaluate and report on the success of the organisation
- Duly report all risks to the board

\* **Please note that the CEO advert is a re-advertisement. Interested applicants are encouraged to re-apply should they meet the minimum requirements.**

**Note:** *The successful candidate will be required to sign a Performance Agreement Contract.*

**Executive PA to CEO**  
**Duration of the contract: Permanent**  
**Salary Grade: P08**  
**Salary Band: R 368 514,36 – 438 745.00 p/a**  
**Location: Mahikeng**

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

- Must be in possession of a Matric certificate plus a Diploma in Secretary, Management Assistant, or Administration.
- A relevant Bachelor's degree will be an added advantage.
- Minimum of 3 - 5 years secretarial experience within a senior managerial office.
- Must have a good work ethic, and practice professionalism and confidentiality at all times.

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- Good verbal and written communication skills.
- Must be punctual and have good time management skills.
- Ability to work under pressure.
- Must have a valid driver's license.
- Proficient in the full Microsoft Suite.

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

- Manage the CEO's diary and schedule appointments with clients, internal departments, external stakeholders, sister agencies, and the Department of Economic Development, Environment, Conservation, and Tourism
- Ensure the CEO's availability to attend events and secure in the diary
- Manage the day-to-day activities of the CEO's office, make necessary arrangements, and arrange representation where the CEO is not available
- Take minutes in relevant meetings of the CEO
- Ensure scheduled meetings take place and prioritise meetings to ensure there are no double bookings
- Ensure efficiency in the office of the CEO and oversee aesthetics and cleanliness
- Write memos for domestic travelling and all other travelling arrangements for the CEO
- Interface with other departments, Government Departments, and Agencies in line with Government cluster requirements
- Co-ordinate and expedite follow-up work as may be required i.e., record and circulate tasks to the Heads of Departments and conduct follow-ups in collaboration with the Manager in the Office of the CEO
- Review documents to be submitted to the CEO for signature and make necessary recommendations on any amendments to be made to the relevant person
- Ensure all documentation is presented in the correct format for submission to the CEO
- Coordinate travel arrangements with Finance in terms of flight bookings, accommodation, and car hire

## **Company Secretary**

**Duration of the contract: 5 Years**

**Salary Grade: P04**

**Salary: Negotiable**

**Location: Mahikeng**

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

- An LLB Degree or equivalent.
- A Post Graduate Law Degree will be an added advantage.
- A Company Secretarial and Governance qualification will be an added advantage.
- A minimum of 5 – 6 years proven relevant experience.

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- Extensive knowledge of King IV and the Companies Act or equivalent.
- Having a diplomatic approach and the confidence to support executives and board members.
- Must have a valid driver's license
- Proficient in the full Microsoft Suite.

The applicant will be reporting to the **Board of Directors/Chief Executive Officer** and the key performance areas include:

- Provide guidance to the Board and Committee members in discharging their responsibilities, duties, and powers in the best interest of the organisation
- Assess specific training needs of directors regarding fiduciary/governance responsibilities
- Be responsible for the induction of new board members, ongoing training, and education
- Be a central source of guidance and advice to board members on matters of good governance and laws relevant to/affecting the organisation
- Be a direct channel of communication to the Chairperson/s of the Board and Sub Committees, providing comprehensive practical support and guidance
- Prepare and manage the annual meeting schedule of the board and committees
- Responsible for developing and updating Charters/Terms of Reference and ensuring adherence by the boards and sub-committees
- Implement proper recording, approval, and circulation of board and committee minutes in accordance with the prescripts of the Companies Act and King IV
- Develop Annual Work Plans for the board and sub-committee meetings
- Ensure the implementation of resolutions taken by the board and committees
- Ensure that Board procedures are followed and reviewed regularly and that applicable governance rules and regulations are complied with

## **Executive Manager: Projects Facilitation and Trade and Investment**

**Duration of the contract: 5 Years**

**Salary: Negotiable**

**Location: Mahikeng**

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

- Bachelor's Degree in Economics or Statistics plus a Post Graduate Diploma in the field.
- A Master's Degree will be an added advantage.
- A Project Management qualification will be an added advantage.
- Must have 8 - 10 years' experience at senior management and executive level.
- Understanding of private and public sector organisations and international economic development.
- Management skills.
- Conflict Management.
- Adequate influencing skills.

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- Effective presentation at a senior level.
- Dynamic and influential.
- Strong leadership and motivational skills and the ability to develop a results-focused, collegiate team ethos.
- Excellent interpersonal, communication, presentation, and networking skills including proven commercial savvy and credibility.

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

- Establish and manage relationships with senior business leaders, leading association groups, and multiplier organisations including specific responsibility for strategic multinational clients
- Develop and deliver a marketing strategy to support NWDC's business plan objectives
- Provide dynamic leadership to the team focusing on the delivery of subordinates' KPIs and trade and investment targets
- Make strategic decisions and provide leadership and direction to project managers to implement those decisions
- Devise cost-effective plans to enable effective project completion
- Manage risks to avoid delays or reputational damage
- Ensure permits and legal papers are secured ahead of the project
- Monitor business and economic trends
- Study and analyze domestic and foreign trade data to develop information and guidance for client businesses
- Evaluate economic, market, and other factors affecting trade within an industry or geographic area
- Knowledge of the dynamics of international commerce including export/import processes, trade finance practices, national and foreign statutory and regulatory provisions, tariff and nontariff trade barriers, etc.
- Knowledge of the economic, market, political, and other factors influencing trade objectives and positions

## **Chief Audit Executive**

**Duration of the contract: 5 Years**

**Salary: Negotiable**

**Location: Mahikeng**

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

- Bachelor of Commerce Undergraduate Degree plus a relevant Post Graduate Degree.
- A Master's Degree will be an added advantage.
- Certificate in the Theory of Accounting.
- Certified Internal Audit (CIA) or Chartered Accountant.
- Member of SAICA.
- A minimum of 8 - 10 years internal auditing experience at senior management and executive level.
- Knowledge of the PFMA, Treasury Regulations, and Public Service Regulations; Internal Auditing Standards; the South African Auditing Standards.

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- Management skills.
- Conflict Management skills.
- Adequate influencing and collaborative skills.
- Effective presentation at senior level.
- Dynamic and influential.
- Audit automation and investigation techniques.

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

- Develop and implement internal audit strategic and operational audit plans
- Prepare, monitor, and control the annual internal audit departmental budget
- Set up and manage activities of the internal audit department
- Build a core audit team and ensure the professional development of staff
- Develop and implement fraud and IT strategies/tools for internal audit
- Develop and implement policies and procedures for the effective functioning of internal audit
- Assist management in developing and implementing risk management strategies
- Ensure that internal audit strategic plans are aligned with the enterprise-wide risk management plan
- Assist management in the development and implementation of internal controls through regular appraisal of the company activities
- Give assurance to senior management and the NWDC Board on the adequacy, effectiveness, and efficiency of internal controls
- Report audit findings and make recommendations to the Board of Directors, Audit Committee, and Management so that they can determine the appropriate collective plan
- Coordinate internal audit activities with those of the external auditors
- Perform critically important governance functions
- Develop and implement optimal organisational structures
- Set human capital targets and manage staffing levels accordingly
- Manage NWDC deliverables

**Manager: Research and Innovation**

**Duration of the contract: Permanent**

**Salary Grade: P05**

**Salary Band: R624 717.72 - R758 152.00 p/a**

**Location: Mahikeng**

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

- A Bachelor's Degree in Economics or Data Analytics.
- A relevant Postgraduate Degree will be an added advantage.
- A minimum of 5 - 8 years' experience at management level.
- Relevant experience in project facilitation in a multi-sectoral economic environment.
- Strong, hands-on leadership experience.

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- Knowledge of the principles and practices of marketing, business plan writing, and public relations.
- Experience in working with business and government executives, appointed commissions, elected boards, community groups, and joint public/private partnerships.
- Ability to compile research-related documents (e.g. reports, studies, publications, surveys, etc.).
- Knowledge of principles and practices of local and regional economic development, economic development financing, strategic planning, and project management.
- Must have a valid driver's license.
- Proficient in the full Microsoft Suite.

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

- Support and participate in the development of strategic planning for the entity
- Identify areas for further research and innovation that will benefit strategic planning
- Develop and review the Research & Innovation Policy & Procedure
- Support innovation through relevant partnerships with academia, government, and the private sector
- Facilitate commercialised innovation for the NWDC properties
- Facilitate innovative ideas to the benefit of the organisation
- Attend events/ conferences where information should be gathered, presentations delivered, and contacts established
- Manage and grow the initial network of research and innovation advocates in the region
- Present research and innovation work at conferences, discussion forums, and meetings (i.e. internal & external meetings)
- Build a respectable portfolio of research and innovation by ensuring that the research & innovation work at the entity is featured in key forums which could lead to further dissemination or publication
- Manage subordinates toward the attainment of the unit's operational plans
- Oversee continuous training and development of subordinates

**Manager: Monitoring and Evaluation**

**Duration of the contract: Permanent**

**Salary Grade: P05**

**Salary Band: R624 717.72 - R758 152.00 p/a**

**Location: Mahikeng**

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

- Must be in possession of a Bachelor's degree in Business Administration, Public Administration, or Economics.
- A relevant Postgraduate Degree will be an added advantage.
- A minimum of 5 - 8 years' experience at management level.
- Experience in designing tools and strategies for data collection, analysis, and production of reports.
- Proven ability to work independently and in groups/teams.
- Must be self-motivated.
- Ability to work under pressure and meet deadlines.

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- Must have a valid driver's license.
- Proficient in the full Microsoft Suite.

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

- Monitoring data and report on quality, tracking and analysing the progress of activities and achievements, reporting on the performance of different business units in relation to their contribution to the company's strategic objectives and performance
- Ensure that the Strategic Plan, Annual Performance Plans, Quarterly Reports, Shareholders Compact and NWDC Annual Report are compiled and submitted
- Creating a framework and procedure for the monitoring and evaluation unit
- Proposing strategies to increase data use and demand
- Draft tools and their revisions as well as data collection procedures (e.g. logical framework, project performance tracking, indicators, data flow chart, M&E manuals)
- Identify strengths and weaknesses in management systems and propose solutions
- Perform regular field visits to ensure the quality of data collected by programmes and to verify the accuracy of reported data
- Support and participate in programme evaluations
- Reviewing reports to ensure high-quality reports are submitted on time
- Review and analyse reports, identify the causes of potential bottlenecks, and enhance the quality of reporting

**Note:** *The successful candidate will be required to sign a Performance Agreement Contract.*

Interested candidates are requested to forward a cover letter, detailed CV, and relevant certified academic qualifications (not older than 6 months) to: email [recruitment@nwdc.co.za](mailto:recruitment@nwdc.co.za). 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. Mmathapelo Tamako [mmathapelot@nwdc.co.za](mailto:mmathapelot@nwdc.co.za) . Post-related enquiries may be directed to Mr. Nzimeni Novasi [nzimenin@nwdc.co.za](mailto:nzimenin@nwdc.co.za)

**Closing date: 21 June 2023.**

No late applications will be considered. Communication will be reserved for shortlisted candidates only. Should you do not hear from us within 3 months after the closing date please consider your application as unsuccessful. NB: NWDC reserves the right not to appoint.