

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

## INTERNAL AND EXTERNAL ADVERTS

**Maintenance Coordinator x 3**  
**Contract Type: Permanent**  
**Job Grade: P07**  
**Salary Scale: R499 240.52 per annum**  
**Location: Garankuwa, Mothibistad and Mmabatho**

The applicant must meet the following minimum requirements:

- Must be in possession of a Matric certificate
- Must be in possession of an appropriate Trade Test or National Diploma in Mechanical, Electrical or an equivalent qualification.
- A degree will serve as an added advantage.
- Have a minimum of five (5) years of proven relevant 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 possess a valid driver's license with minimum code EB

The applicant will report to the **Regional Property Manager**, and the key performance areas, among others, include:

### Preventative Maintenance

- Assist in developing preventive and corrective maintenance programmes, including performing quarterly assessments of buildings;
- Identify and meticulously analyse all repair requests 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) to limit extensive damage to properties to prevail and limit liability exposure.
- 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 operates safely and efficiently in a clean environment to avoid accidents.
- Complete daily work assignments promptly and accurately and maintain complete records of daily maintenance activities, including use of the Maintenance Helpdesk.
- Adhere strictly to company policies, safety regulations and other relevant occupational and legal requirements

### Emergency Maintenance

- Respond promptly to all emergency tasks by adhering to standard emergency procedures, including shutting down danger areas.
- Keep emergency tools and sufficient basic stock of materials for emergency situations.
- Quickly restore the situation to normality and conduct cleanup operations.
- Elevate the identified source of the problem to regular maintenance schedules.

### Administration, Purchasing & Reporting

- Establish a maintenance plan for the area while adhering to a departmental budget.
- Order and manage the inventory of maintenance supplies and other items needed for ongoing maintenance and repair.
- Assist with negotiating maintenance contracts and one-time service arrangements with vendors.
- Initiate maintenance-related submissions, motivations and reports.

**Accounting Authority:** Mr. M Nale

**Acting CFO:** Mr. M Mahapa

**Company Secretary:** Ms. Morakane Seleke

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

**Subordinate Supervision and Development**

- Supervise staff based on outputs and standards.
- Oversee industrial relations and human resources in the area.
- Develop subordinates by utilising performance appraisals to determine training needs.

**Tenant Coordinator x 4**  
**Contract Type: Permanent**  
**Job Grade: P08**  
**Salary Scale: R399 310.40 per annum**  
**Location: Babelegi, Ga-rankuwa, Lehurutshe and Mmabatho**

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

- Must be in possession of a Matric certificate
- Must have a relevant National Diploma in the field of property or a Diploma in Finance, Business Management, or Real Estate
- Must have a minimum of 3 - 4 years proven relevant experience
- Must possess a valid driver's license with minimum code EB
- Proficient in the full Microsoft Suite

The applicant will report to the **Regional Property Manager**, and the key performance areas, among others, include:

- Compile and regularly update a rental register, ensuring it aligns with the asset register
- To ensure that signed leases are obtained for all new lettings and renewals relating to every unit.
- Review the lease documents for neatness and accuracy after typing.
- Send the lease document and a cover letter for the tenant's signature.
- Prepare complete lease agreements while ensuring adherence to the NWDC Rental Policy
- Ensure the timely renewal of tenants' lease agreements.
- Address and resolve tenants' queries.
- Conduct interviews with potential tenants
- Choose suitable tenants based on credit reports and personal interviews and complete the leasing process using e-leasing.
- Ensure that all deposits and rentals are received from new tenants before occupation and handover of the keys.
- Maintain and enhance standards of customer care service for tenants.
- Updating and maintaining tenant contact details and updating tenant information manuals.
- Make sure that Health and Safety standards are adhered to.
- Risk Management, Preventing and reporting damage or theft of NWDC Property.
- Monitor security services.
- Monitor the quality of cleaning and gardening services of NWDC Properties.

**Property Administrative Officer x 2**  
**Contract Type: Permanent**  
**Job Grade: P10**  
**Salary Scale: R303 357.02 per annum**  
**Location: Mothibistad and Lehurutshe**

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

- Must be in possession of a Matric certificate
- National Diploma in Office Administration or equivalent
- A minimum of 1 to 2 years proven relevant experience
- Proficient in the full Microsoft Suite
- Must possess a valid driver's license with minimum code EB

The applicant will be reporting to the **Regional Property Manager**, and the key performance areas, among others, include:

- Compile charges for electricity, water consumption and refuse removal
- Maintain fax machine and photocopying machine
- Ordering stationary and maintaining stationary register
- Administration of attendance registers and leave applications on ESS
- Managing switchboard
- Filing actioned documents

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- Attend to tenants' queries
- Facilitate leasing of properties
- Record, reconcile and request petty cash monthly
- Purchase order requisition and control thereof
- Receive invoices from creditors
- Stamp invoices for approval to be signed by the manager, make copies thereof and file

**Office Support: Cleaner**  
**Contract Type: Permanent**  
**Job Grade: P17**  
**Salary Scale: R139 820.52 p/a**  
**Location: Lehurutshe**

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

- Must have a minimum of Grade 10 or equivalent
- Knowledge of cleaning equipment to be used
- Basic knowledge of cleaning principles
- Basic understanding of applying safety rules
- Basic understanding of applying or using chemicals correctly
- Good communication and interpersonal relations.
- A minimum of 0 to 2 years proven relevant experience

The applicant will be reporting to the **Regional Property Manager**, and the key performance areas, among others, include:

- Cleaning of the reception area
- Cleaning of office passages
- Cleaning of entrance walkways/stoep
- Cleaning windows/glass doors
- Emptying office bins
- Cleaning of office desks, waxing furniture, dusting, vacuuming and mopping of floors
- Cleaning the restrooms by refilling the hand wash liquid soap.
- Replace toilet papers and empty wash waste bins.
- Report broken machines.
- Request cleaning materials.
- Assist with other duties as and when required.

**General Engineering Services (GES) X12**  
**Salary: R255 681.02 per annum**  
**Job Grade: P12**  
**Location: Rustenburg x2, Babelagi x3, Garankuwa x2, Mothibistad x2, Mogwase x2**  
**and Ganyesa x 1**

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

- Must be in possession of a Matric Certificate or equivalent
- A professional certificate in Plumbing, Electrical or Carpentry
- A National Diploma in Engineering Studies will serve as an added advantage.
- Have three (3) years proven 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 in using general garden machinery
- Must possess a valid driver's license with minimum code EB

The applicant will be reporting to the **Maintenance Coordinator**, and the key performance areas, among others, include:

- Installation inspections, diagnosing faults, testing, replacement, repair, and maintenance of building

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- 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 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

**Regional Property Manager**  
**Contract type: Permanent**  
**Salary: R704 312.60 per annum**  
**Job Grade: P05**  
**Location: Mmabatho**

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

- Must be in possession of a Matric Certificate
- Must have a B.Com / B. Tech degree in Real Estate Property Management/Quantity Survey/Civil Engineering/Business Management
- A relevant Postgraduate Qualification will be an added advantage
- Minimum 3 years of property management-related experience
- Ability to develop and implement a 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 ethics
- Strong interpersonal communication skills and the ability to work effectively with a wide range of constituencies in a diverse culture
- Must possess a valid driver's license with minimum code EB

The applicant will be reporting to the **Executive Manager, Property Management and Development**, and the key performance areas, among others, include:

- Develop staff performance against outputs and standards weekly
- Manage employee relations in the Department; attend and address employee meetings; attend employee grievances and complaints; implement discipline and grievance procedures.
- Provide input for a regional manpower plan; identify new positions, compile departmental structures and set outputs and standards for new positions.
- Develop and compile a preventative maintenance programme; Manage the 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 a member of the Regional Tender Committee.
- Develop and implement a Regional Housekeeping Plan
- Manage Regional security and safety

**Senior Legal Officer**

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**Contract Type: Permanent**  
**Job Grade: P07**  
**Salary Scale: R499 240.52 per annum**  
**Location: Mahikeng**

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

- Must be in possession of a Matric Certificate
- LLB Degree and an Admitted Attorney of the High Court of South Africa
- A postgraduate qualification in Law will be an added advantage
- Have 3 - 4 years' proven relevant experience in litigation and/or debt recovery.
- Knowledgeable in the Companies Act 71 of 2008
- Excellent legal document analysis skills.
- Outstanding legal writing skills and spoken fluency in English.
- Ability to design, manage and implement legal processes
- Proficient in the full Microsoft Suite
- Must possess a valid driver's license with minimum code EB

The applicant will be reporting to the **Legal Manager**, and the key performance areas, among others, include:

- Assist the Legal Manager in managing debtors as may be allocated occasionally to ensure non-debt and debt recovery cases in Court are well attended to.
- Issue prompt and clear instructions to Legal Officers on non-debt and debt recovery cases and litigation matters, providing them with relevant documents in support of the NWDC's cases.
- Ensure attendance of relevant parties in all cases when required and participate in forming the best strategy for handling each case.
- Mitigate legal costs, speedy conclusion of non-debt and debt recovery court cases and prompt monitoring of court cases.
- Provide concise and practical legal solutions to all business and support units of the NWDC engaging in any advisory, legal awareness and training
- Assist in ensuring the NWDC's conformity to internal and external legal and regulatory frameworks.
- Provide well-researched and concise legal opinion(s) that are useful and guide the business and support units to achieve desired goals.
- Offer training to NWDC and support units on all arising laws and regulations affecting their business processes
- Contracting and Review of Legal documents for NWDC and support units
- Attend, engage, and participate in contract negotiations on engagements/transactions involving the NWDC and support units.

**Risk Manager**  
**Duration of the contract: Permanent**  
**Salary Grade: P05**  
**Salary Scale: R704 312.60 per annum**  
**Location: Mahikeng**

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

- Must be in possession of a Matric Certificate
- Must have a B.Com / B. Tech degree in Accounting, Auditing or Law.
- A relevant Postgraduate Degree in Risk Management will be an added advantage.
- A minimum of 4 – 5 years proven relevant experience in the Risk Management field at a supervisory level.
- Experience in Leadership with Corporate risk knowledge and exposure to diverse management responsibilities.
- Knowledge and experience in conducting root cause analyses.
- Skills and experience in advanced risk assessment methodologies and processes, such as quantitative risk analysis
- Excellent mathematical and critical thinking skills.
- Excellent analytical, attention to detail and problem-solving skills.
- Proficient in the full Microsoft Office Suite or related software to prepare reports and policies
- Must possess a valid driver's license with minimum code EB

The applicant will be reporting to the **Chief Risk Officer**, and the key performance areas, among others, include:

- Implement strategy, as informed by the CRO, to ensure that Risk Management principles, frameworks and processes are embedded in the business.
- Identify, evaluate, and regularly review long—and short-term risks and report on their impact on the organisation and stakeholders to warrant alignment with the Enterprise Risk Management and Business Continuity Strategies.
- Review Risk Management policies and procedures annually to ensure alignment with the NWDC's Risk Management Strategy, which guides the business.

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- Extract information through facilitation and conduct data analysis to determine prevalent risks, develop solutions appropriately and identify opportunities for risk treatment.
- Facilitate Risk Workshops to verify that outlined risk tasks have been applied in the relevant departments.
- Develop Risk Profiles for NWDC to inform strategic decision-making.
- Develop and deliver quarterly reports to the Risk and Compliance Committee on the updated risk profiles, the organisation's risk profile, risk limits and risk events to keep all relevant stakeholders abreast of risk exposures in the organisation.
- Prepare reports for relevant committees on identified risks and mitigating factors.
- Identify, map and manage the unique requirements and expectations of the business stakeholders to align risk requirements and develop treatment strategies.

**Investment Manager x3**  
**Contract Type: Permanent**  
**Job Grade: P07**  
**Salary Scale: R499 240.52 per annum**  
**Location: Dr RS Mompoti, Ngaka Modiri Molema and Dr Kenneth Kaunda Districts.**

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

- Must be in possession of a Matric Certificate
- Must have a B.Com / B. Tech degree in Finance, Economics, Business Management
- A relevant postgraduate qualification will be an added advantage
- A minimum of 4 – 5 years of proven relevant experience in investment, asset, or portfolio management. at a supervisory level.
- Proven track record of managing investment portfolios and achieving target returns.
- Experience in managing a variety of investment portfolios.
- Proficient in the full Microsoft Office Suite
- Must possess a valid driver's license with minimum code EB

The applicant will be reporting to the **Executive Manager: Trade and Investment**, and the key performance areas, among others, include:

- Conduct asset allocation to balance risk and return, aligning with the NWDC's investment objectives and constraints.
- Monitor and rebalance portfolios based on market conditions and performance reviews.
- Evaluate investment performance regularly and provide timely updates to senior management and/or clients.
- Perform in-depth analysis of financial markets, individual securities, and economic trends.
- Conduct fundamental and technical analysis to identify investment opportunities.
- Assess the impact of macroeconomic factors, geopolitical events, and regulatory changes on investments.
- Build and maintain relationships with clients and understand their investment goals, risk appetite, and preferences.
- Stay abreast of industry best practices, financial innovations, and emerging investment trends.
- Continuously evaluate new investment opportunities.

**Accountant x3**  
**Duration of the contract: Permanent**  
**Salary Grade: P08**  
**Salary Scale: R399 310.40 per annum**  
**Location: Mahikeng**

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

- Must be in possession of a Matric Certificate
- A National Diploma in Accounting or Finance
- A relevant Degree will be an added advantage
- Knowledge of relevant legislation is required
- A minimum of 2 – 3 years proven relevant experience in preparing financial statements, tax filings, and managing accounts payable/receivable.
- Strong attention to detail and accuracy.
- Good analytical and problem-solving skills.
- Excellent time management skills with the ability to meet deadlines.
- Proficient in Microsoft suite
- Must possess a valid driver's license with minimum code EB

The applicant will be reporting to the **Revenue and Expenditure Manager**, and the key performance areas, among others, include:

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- Reconcile register to balance with GL monthly
- Ensure a financially balanced debtors' system
- Do journals to keep system in balance
- 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 and static)
- Reconcile register to balance with GL monthly
- 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

**Special Economic Zone (SEZ) Executive**  
**Duration of the contract: 5-years-fixed-term contract**  
**Salary Grade: P04**  
**Salary Scale: Negotiable**  
**Location: Mogwase**

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

- Must be in possession of a Matric Certificate
- An Honours Degree in Business Administration, International Trade or Economics
- A Master's Degree qualification will be an added advantage
- Additional certifications or training in logistics, trade compliance, or SEZ management are advantageous.
- A minimum of 6 – 8 years proven relevant experience in managing operations in an SEZ, industrial park, free trade zone at a management level.
- Proven familiarity with government processes, permits, licenses, and regulatory compliance.
- Proficient in using office software (Excel, Word, PowerPoint) and SEZ management.
- Knowledge of trade compliance tools, customs clearance procedures, and logistics management systems.
- Ability to work with databases and maintain accurate records.
- Must possess a valid driver's license with minimum code EB

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

- Maintain accurate and up-to-date records of businesses, projects, and activities within the SEZ.
- Prepare and submit regular reports on SEZ performance to senior management or regulatory bodies, including data on business growth, exports, imports, and employment.
- Ensure that all necessary documentation, including licenses, permits, and certifications, is processed promptly and efficiently.
- Maintain effective communication channels with both internal teams and external stakeholders to ensure efficient operations within the SEZ.
- Provide ongoing support to businesses within the SEZ, addressing operational, regulatory, and procedural inquiries.
- Serve as the primary point of contact for companies within the SEZ, facilitating their interaction with government agencies, utilities, and other relevant parties.
- Monitor and enforce compliance with local, regional, and national regulations, including customs laws, labor laws, environmental standards, and taxation.
- Act as a liaison between businesses in the SEZ and government agencies to ensure compliance with regulatory requirements.
- Assist in preparing audit reports, inspections, and documentation for government review and approval.
- Oversee the daily operations of the SEZ, ensuring smooth implementation of policies and procedures.
- Coordinate the approval processes for businesses looking to set up or operate within the SEZ, including handling documentation and permits.

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**Information Technology (I.T) Administrator x2**  
**Contract Type: Permanent**  
**Job Grade: P07**  
**Salary Scale: R499 240.52 per annum**  
**Location: Mahikeng**

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

- Must be in possession of a Matric Certificate
- Must have a B. Com / B. Tech degree in Information Technology, Computer Science or Network Administration.
- Certifications such as CompTIA A+, CompTIA Network+, Microsoft Certified Solutions Associate (MCSA), Cisco Certified Network Associate (CCNA), will be an added advantage.
- A minimum of 3 - 4 years of relevant proven experience in IT administration, systems administration, or network management.
- Proven experience managing and supporting both hardware and software systems.
- Familiarity with IT infrastructure management, server administration, cloud services, and security best practices.
- Excellent communication skills to interact with both technical and non-technical staff.
- Good organisational skills with attention to detail and accuracy.
- Ability to prioritise tasks, manage multiple projects, and work under pressure.
- Must possess a valid driver's license with minimum code EB.

The applicant will be reporting to the **I.T Manager**, and the key performance areas, among others, include:

- Install, configure, and maintain operating systems and software applications across the organisation.
- Manage network infrastructure, including routers, switches, firewalls, and VPNs, ensuring reliable connectivity for all users.
- Monitor server performance and troubleshoot hardware, software, or network performance issues.
- Perform regular system updates and patches to ensure the security and efficiency of the IT infrastructure.
- Manage firewalls, antivirus software, and encryption tools to safeguard organisational data.
- Regularly audit systems for security vulnerabilities and compliance with data protection regulations.
- Perform user access management (user provisioning and deactivation), ensuring secure access to sensitive data and applications
- Manage and maintain an inventory of all hardware and software assets, ensuring they are up-to-date and licensed.
- Coordinate the procurement and deployment of new hardware and software, including configuring and setting up devices for new employees.
- Stay current with the latest industry trends, tools, and technologies.
- Recommend new IT solutions, technologies, or processes to improve efficiency, security, or productivity.
- Continuously evaluate and improve IT systems and infrastructure to ensure they meet organisational requirements

**Senior Supply Chain Management (SCM) Practitioner**  
**Contract Type: Permanent**  
**Job Grade: P07**  
**Salary Scale: R499 240.52 per annum**  
**Location: Mahikeng**

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

- Must be in possession of a Matric Certificate
- Must have a B. Com / B. Tech Degree in Supply Chain Management, Business Administration or Logistics.
- Must have a minimum of 3 - 4 years of proven relevant experience in supply chain management, logistics, procurement, or related roles.
- Strong understanding of end-to-end supply chain processes, from sourcing to distribution.
- Experience with inventory management, logistics optimisation, vendor negotiations, and strategic sourcing.
- Proven ability to manage and improve supply chain systems and processes and lead cross-functional teams.
- Strong leadership, team-building, and mentoring skills, with the ability to motivate and guide staff to achieve departmental and organisational goals.
- Excellent problem-solving and decision-making skills, with the ability to think strategically and act proactively.
- Strong negotiation, communication, and interpersonal skills, with the ability to manage relationships with vendors, suppliers, and other external partners
- Must possess a valid driver's license with minimum code EB

The applicant will be reporting to the **Manager: Supply Chain Management** and the key performance areas, among others, include:

- Maintain accurate, up-to-date and auditable records of all procurement activities and processes
- Prepare and publish a procurement schedule in accordance with individual units' action plans and budgets

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# NORTH WEST DEVELOPMENT CORPORATION (SOC) LTD

(Registration Number 1999/002625/30)



- Develop and prepare bid documents and adverts to obtain competitive quotations/proposals on goods and services above R30,000
- Coordinate and establish a Bid Committee for the goods and services above.
- Coordinate all Bid Committee meetings for goods and services and ensure that authentic auditable records of Bid Committee meetings and discussions are filed properly once approved by Committee members, including the Committee chairpersons.
- Maintain the most suitable and effective turnaround time between the advert and the appointment of the service provider.;
- Ensure that appropriate Service Level Agreements for contractual bids with appointed service providers are drawn up and signed by both parties and filed for records and audit purposes.
- Maintaining the Contracts register and notifying buyers before the expiration of contracts.
- Knowledge and understanding of Government Laws, Treasury Regulations, policies and Instruction Notes relating to SCM.
- Prepare and submit reports monthly and quarterly as per Treasury Requirements to the relevant Treasury.
- Prepare a draft of the Procurement Plan for approval by the Accounting Officer and Accounting Authority before submission to the Provincial Treasury.
- Ensure completeness of procurement-generated documents and readiness for payment.
- Ensure capturing of data into the relevant system accurately
- Reconcile all captured activities with known manual activities
- Conduct training for employees on SCM procedures
- Compile various procurement reports as determined by management and users, including reports by date, supplier, product/service, amount category, unit, strategic objective, etc.
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***Some vacancies above are re-advertised, applicants who previously applied are welcome to apply again.***

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

The NWDC is committed to achieving and maintaining diversity and equity in employment, especially in respect of race, gender, and disability.

Interested persons are requested to forward a cover letter, detailed CV, copies of academic qualifications and other relevant documentation 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 on the subject line as well as the location. Enquiries may be directed to Ms. Mmathapelo Tamako at [mmathapelot@nwdc.co.za](mailto:mmathapelot@nwdc.co.za) or Mr. Nzimeni Novasi at [nzimenin@nwdc.co.za](mailto:nzimenin@nwdc.co.za). The onus lies with the applicant to ensure that all foreign qualifications are verified by SAQA. **Closing date: 17 DECEMBER 2024.** 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 unsuccessful. NB: NWDC reserves the right not to appoint.

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