

ANNEXURE A

1.POSITION: GENERAL MANAGER: INFRASTRUCTURE DEVELOPMENT

(Reference Number NSEZ/ID/02/2025)

Type of employment: Permanent
Purpose
<ul style="list-style-type: none"> • To provide Project Management services in the implementation of the Nkomazi Special Economic Zone Entity; • The Senior Project Manager will manage the engineering planning; design coordination; procurement; construction monitoring and contract administration of bulk infrastructure and internal services for the development of the Nkomazi Special Economic Zone Entity.
Required minimum qualification
<ul style="list-style-type: none"> • A bachelor's degree graduate qualification in Civil Engineering or equivalent; • Professional Registration with the Engineering Council of South Africa (ECSA). Professional Registration as a Construction Project Manager with the South African Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage.
Salary Market Related
Required minimum work experience
<ul style="list-style-type: none"> • Minimum of eight (8) to 10 (ten) years' experience in a management position undertaking similar work as outlined in the scope of work and deliverables; • Extensive Municipal Infrastructure design and Construction Manager experience; • Exceptional planning and organizational skills: the ability to handle several complex tasks simultaneously and managing key projects with multiple stakeholders is essential; • Proven communication skills are essential - must possess great written and verbal skills to be able to work effectively with others; • Ability to influence stakeholders and team members; • Experience working in a high-level collaborative environment; • Ability to manage multiple competing priorities while building effective relationships; • Extremely organised and persistent with drive and determination to achieve goals; • Ability to present and communicate technical information in a clear and concise manner; • Must possess the ability to make deductions and meaning from rather complex and abstract situations

and make sound decisions from these factors and provide direction to the team in these instances;
• Must have the ability to work under pressure and cope with stress including the ability to make rational decisions even under stressful/ high pressure situations;
• Negotiation and interpersonal skills essential to negotiate and influence people towards achieving a predetermined goal; and
• Require excellent computer skills and proficiency with Microsoft Office (Excel, Access, Word, PowerPoint) – proficiency in Project Management software will be an advantage.
Key Performance Areas
• Develop and implement operational systems and quality standards for a project management office;
• Manage the delivery of professional service providers and contractors responsible for the design and construction of bulk infrastructure and internal services in the Entity;
• Lead the design reviews and approvals of bulk infrastructure and internal services done by the appointed service providers;
• Capacitate and mentor junior staff and impart skills transfer in the development
of the Entity;
• Package and lead detailed investment led project applications for implementation of critical infrastructure planning and construction;
• Develop and implement turnaround strategies to unlock impediments facing the infrastructure delivery programme and the delays experienced by the Entity;
• Lead the procurement of service providers for capital infrastructure projects in the Entity;
• Troubleshooting and contract administration to identify project risks as well as develop and implement risk mitigation measures on capital infrastructure projects in the Entity;
• Lead and manage the process of Township Establishment and designation applications for the Entity;
• Lead the master plan development process in alignment with spatial development framework and strategic plans of the Entity;
• Ensure adequate community facilitation and stakeholder management in support of development of the Entity;
• Provide technical input and project management for strategic planning as required for the development of the Entity;
• Develop institutional management mechanisms to ensure the effective and ongoing management of the Entity;
• Monitor and evaluate work done and sign off on payments due for work done by service providers;
• Oversee the contract administration of projects in execution;
• Oversee the monitoring of project progress and make detailed scheduled reports on measurable items, such as milestones and deliverables;

Directors:

Mr. VV Windvoel (Chairperson); Dr. N Mahlalela (CEO) ; Dr. D Dube; Mr SM Nkosi; Ms. YD Mbane; Mr J Ngwenya; Mr. JN Khoza; Mr. T Mathebula; Mr. CNM Padayachee



<ul style="list-style-type: none"> • Develop and manage project schedules and provide meaningful progress updates to stakeholders together with actionable feedback relating to costs and cost-benefit analysis;
<ul style="list-style-type: none"> • Use applicable best practices throughout each project's execution, monitor progress, and make adjustments as required based on sound technical input;
<ul style="list-style-type: none"> • Lead and monitor the creation, implementation, and management of project management policies, standards and procedures;
<ul style="list-style-type: none"> • Develop definitions and measurements of success to objectively quantify project success and report progress against agreed plans;
<ul style="list-style-type: none"> • Identify potential risks across a broad number of individual projects and programs and establish communications and mitigations to address these;
<ul style="list-style-type: none"> • Influence and manage the factors that create change and scope creep;
<ul style="list-style-type: none"> • Maintain accountability for the quality of deliverables;
<ul style="list-style-type: none"> • Follow through and close all the defined exceptions and milestones;
<ul style="list-style-type: none"> • Monthly reporting of progress and making necessary submissions to the Board of Directors of the Entity as required from time to time; and
<ul style="list-style-type: none"> • Lead, guide and participate in project steering committees.
<p>Competencies Required</p>
<p>The preferable candidate should display the following competencies at an advanced level:</p>
<ul style="list-style-type: none"> • Technical/functional competencies
<ul style="list-style-type: none"> • Planning and Organising
<ul style="list-style-type: none"> • Cost Management
<ul style="list-style-type: none"> • Contract Administration
<ul style="list-style-type: none"> • Project Management/ Programme Leadership
<ul style="list-style-type: none"> • Risk identification and mitigation
<ul style="list-style-type: none"> • Analytical and problem solving
<ul style="list-style-type: none"> • Results and solution orientated
<ul style="list-style-type: none"> • Contractual Services Management
<ul style="list-style-type: none"> • Consulting skills
<p>Behavioural competencies</p>
<ul style="list-style-type: none"> • Decisiveness in Execution
<ul style="list-style-type: none"> • Communication and Engagement
<ul style="list-style-type: none"> • Diverse Stakeholder Management
<ul style="list-style-type: none"> • Collaboration and Influence

Directors:

Mr. VV Windvoel (Chairperson); Dr. N Mahlalela (CEO) ; Dr. D Dube; Mr SM Nkosi; Ms. YD Mbane; Mr J Ngwenya; Mr. JN Khoza; Mr. T Mathebula; Mr. CNM Padayachee



• Accountability
• Self-Initiative
• Intuitive driven
• Results orientated
• Expectations
• The successful candidate will enter into a Performance Agreement
• The successful candidate will be subjected to vetting and screening.

Directors:

Mr. VV Windvoel (Chairperson); Dr. N Mahlalela (CEO) ; Dr. D Dube; Mr SM Nkosi; Ms. YD Mbane; Mr J Ngwenya; Mr. JN Khoza; Mr. T Mathebula; Mr. CNM Padayachee



ANNEXURE B

PERSONAL ASSISTANCE TO THE CEO (Reference Number NSEZ/PA/05/2025)

Type of employment: Permanent
Purpose
<ul style="list-style-type: none">• Provide comprehensive administrative, logistical, technical and personal assistance services to the Chief Executive Officer and ensure the smooth running of the CEO's office on a day-to-day basis.
Required minimum qualification
<ul style="list-style-type: none">• Bachelor's degree in business studies or Equivalent qualification.
Salary Market Related
Required minimum work experience
<ul style="list-style-type: none">• A minimum of 5+ years of experience in executive support, operations management, or a similar role within a fast-growing, high-performance environment.• Demonstrated success working directly with C-suite executives (senior leadership team of the company, responsible for overall strategy, vision, and direction), particularly in settings demanding rapid decision-making and agility.• Advanced proficiency with remote work tools, digital calendars, communication platforms, and project management software.• Excellent written and verbal communication skills in English.• Proven ability to develop and implement robust operational systems that drive efficiency and accountability.
Key Performance Areas
<ul style="list-style-type: none">• Provide administrative support to the Chief Executive Officer, including managing calendars, scheduling meetings, and handling correspondence.• Prepare and organize materials for meetings, presentations, board meetings and other ad hoc events.• Coordinate travel arrangements, including booking flights, hotels, and transportation.• Conduct research and compile data for reports, presentations, and projects.• Assist in tracking and managing budgets, expenses, and invoices.• Manage fleet, usage and petrol cards.• Maintain and update contact lists, databases, and files.• Coordinate and oversee special projects and events as assigned by the Chief Executive Officer• Liaise with internal and external stakeholders, including senior management, clients, and service

Directors:

Mr. VV Windvoel (Chairperson); Dr. N Mahlalela (CEO) ; Dr. D Dube; Mr SM Nkosi; Ms. YD Mbane; Mr J Ngwenya; Mr. JN Khoza; Mr. T Mathebula; Mr. CNM Padayachee



providers.
<ul style="list-style-type: none"> • Handle confidential and sensitive information with discretion and professionalism.
<ul style="list-style-type: none"> • Company cell phones administration
<ul style="list-style-type: none"> • Managing the day-to-day activities of office team (driver/storeman and general worker), leave, discipline etc.
<ul style="list-style-type: none"> • Managing the maintenance of the office, building and garden
<ul style="list-style-type: none"> • Perform other duties as assigned by the Chief Executive Officer.
Competencies Required
<ul style="list-style-type: none"> • Reporting to the CEO, the Personal Assistant will be responsible for providing high-level administrative support to the CEO. The ideal candidate will have strong organizational and communication skills, along with a proactive approach to problem-solving and the ability to work in a fast-paced environment..
The preferable candidate should display the following competencies at an advanced level:
<ul style="list-style-type: none"> • Proven experience working as an executive assistant or professional assistant in a fast- paced environment.
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills.
<ul style="list-style-type: none"> • Strong organizational and time management skills.
<ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite and other office productivity tools.
<ul style="list-style-type: none"> • Ability to multitask and prioritize tasks effectively.
<ul style="list-style-type: none"> • Detail-oriented with a high level of accuracy.
<ul style="list-style-type: none"> • Ability to maintain confidentiality and exercise good judgment.
<ul style="list-style-type: none"> • Knowledge of the food manufacturing industry in South Africa is preferred but not required.
<ul style="list-style-type: none"> • Ability to work independently.
<ul style="list-style-type: none"> • Flexibility to adapt to changing priorities and deadlines.
<ul style="list-style-type: none"> • Ability to be resourceful and proactively resolve issues as they arise.
<ul style="list-style-type: none"> • Ability to work under pressure.
<ul style="list-style-type: none"> • Strong sense of Customer Focus will be required
Expectations
<ul style="list-style-type: none"> • The successful candidate will enter into a Performance Agreement
<ul style="list-style-type: none"> • The successful candidate will be subjected to vetting and screening.

Directors:

Mr. VV Windvoel (Chairperson); Dr. N Mahlalela (CEO) ; Dr. D Dube; Mr SM Nkosi; Ms. YD Mbane; Mr J Ngwenya; Mr. JN Khoza; Mr. T Mathebula; Mr. CNM Padayachee

