



NKOMAZI SEZ
TREASURE OF OPPORTUNITIES
An Entity of the Department of Economic Development and Tourism

NKOMAZI SEZ CAREER OPPORTUNITIES

The Nkomazi Special Economic Zone (NSEZ) Entity is an Entity of the Mpumalanga Department of Economic Development and Tourism established in terms of the SEZ Act, Act No.16 of 2014 read in conjunction with the SEZ regulations, 2018, to focus mainly on Agro processing supported by Logistics services activities. The NSEZ Entity will be implemented in Mpumalanga Province, in the Nkomazi Local Municipality. The NSEZ invites application from suitably qualified candidates to join the NSEZ.

JOB TITLE	GENERAL MANAGER: CORPORATE SERVICES <i>READVERTISEMENT- CANDIDATES WHO HAVE PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY</i>
REFERENCE NUMBER	NSEZ/CS/11/2025
TYPE OF EMPLOYMENT	5 YEAR FIXED TERM CONTRACT
LOCATION	KOMATIPOORT
SALARY	MARKET RELATED

JOB PURPOSE

Reporting to the Chief Executive Officer, the appointee will, as part of the executive team, assist the Board of Nkomazi SEZ to meet the organisational strategic objectives. The Executive Manager for Corporate Services' principal functions is the development of a clear, effective strategy for all transversal corporate service functions and leading the delivery of NSEZ's strategic objectives in line with the overall Strategic Plan. The Corporate Service Exec will have the ability and experience to motivate and drive the teams and colleagues to achieve both the overall company targets and key performance objectives. Strong people management skills are also essential to encourage personal development and ensure employee engagement is always maintained.

Areas of oversight: Human Resources (including human capital and performance management). Information and Communication Technology (ICT). Administration and support services. Facilities and records management. Security management. Communications and marketing

MINIMUM REQUIREMENTS

Degree in human resources management, Law, Marketing, General Management or related field. Related post-graduate degree, an MBA will be an added advantage. A minimum of 10 years in Corporate Services management or related field; • 5 Years in Senior Management role in Corporate Services.

TECHNICAL/PROFESSIONAL KNOWLEDGE

Understanding of Nkomazi SEZ strategy and business models; • Knowledge of corporate governance policies and procedures • Advanced knowledge of the Public Finance Management Act (PFMA) and Treasury regulations; • Excellent knowledge and understanding of all Labour relations, Human Resource related legislation and Compliance requirements and ICT acts and guidelines • Advanced knowledge and understanding of the HR systems and practices; • Good knowledge and understanding of Nkomazi SEZ technology, systems and processes; and Risk Management • Knowledge of financial management and budgeting. Advanced Knowledge of Marketing and Communications.

A successful candidate must have a good understanding of EEA, BCEA, PFMA, OHSA, NEMA, POPI, PAIA, LRA, Treasury Regulations, B-BBEE, PPPFA, NIA.

KEY PERFORMANCE AREAS

1) **General Management**

- Develop long, medium and short-term plans for the Corporate Services Division to support the strategic objectives of the organization.
- Develop, manage, and monitor the implementation of approved Corporate Services plans, policies and procedures.
- Develop and effectively manage the Corporate Services Division budget.
- Effectively manage all Corporate Services assets operationally throughout the life cycle.
- Manage the recruitment, performance management, development, corrective measures and retention of high-performing Corporate Services Division's employees.
- Prepare and present reports detailing the status of expenditure and availability of funds for Corporate Services Division.
- Authorize expenditure for Corporate Services Division within the approved Delegation of Authority (DOA) Framework.

2) **Human Resources and Internal Employee Communication**

- Develop and manage a Human Resources (HR) strategy across all functional areas (recruitment, administration, job evaluation, employment equity, remuneration, performance management, discipline, HRIS, training and development and employee well-being) for the organization that will ensure legal compliance and an environment that will attract, nurture, develop and retain high-performing employees.
- Redefine and recommend an organizational structure that will enable the effective implementation of strategic objectives.
- Ensure that effective HR policies, procedures, processes, and systems are developed, implemented, and monitored for compliance and best practice.
- Manage and lead on HR projects and initiatives aligned to the entity's strategic plan ensuring that implementation is achieved on time and in budget.
- Develop and manage effective communication mechanisms to ensure that information is effectively disseminated throughout the organization, allowing for consultation, and ensuring commitment of employees and managers.

3) **Integrated Risk Management**

- Develop, manage, and monitor the integrated risk management (IRM) framework to align it to best practice (policy methodologies, risk rating tables, procedures, terms of reference and templates).
- Develop the IRM plan to implement the IRM strategy annually and monitor and report on the status of implementation of the IRM plan to confirm implementation of the framework.
- Develop and implement the risk appetite and tolerance framework annually. • Maintain, monitor, and review the strategic risk register and emerging risks through facilitation of risk assessments and reviews.
- Provide guidance/ expertise on risk methodologies at an operational level to ensure alignment to the IRM framework.
- Provide assurance that the organizational, divisional, and emerging risks have been identified, and are being managed within the organization's risk appetite and tolerance framework.
- Establish divisional Business Continuity Plans

4) **Safety, Health, Environment and Quality**

- Develop and manage an organization wide SHEQ Strategy and System that will ensure compliance with legislation and a safe and healthy working environment for all stakeholders.

- Ensure that effective SHEQ policies, procedures, processes, and systems are developed, implemented, and monitored.
- Develop and implement a Quality Assurance Management System and obtain/ maintain appropriate ISO certification.
- Manage and ensure compliance to Record of Decisions, Environmental Authorizations and other environmental permits and licenses relating to infrastructure development within the SEZ.
- Develop, maintain, and improve the Business Continuity Management Programme for the organization by minimizing the impact of a material disruption to critical business activities.

5) Information, Communications and Technology

- Ensure the development and management of an effective internal Information and technology strategy.
- Monitoring the usage of electronic and communication facilities and services to ensure compliance and cost effectiveness.
- Manage the implementation of the IT Governance framework and corrective measures as required to comply with internal audit requirements and best practice guidelines.
- Corporate Governance, Information Management, Legal and Regulatory Compliance.

6) Marketing and Communication

- Develop and oversee the implementation of the approved Marketing and Communication Strategy and Plan
- Oversee the overall activities of the communication and marketing function.
- Oversee the development of branding material for the Entity.
- Manage the internal communication of the Institute.
- Ensure coordination of participation of Entity in various platforms.
- Oversee the delivery of successful events.
- Oversee media liaison.

COMPETENCIES REQUIRED

The preferable candidate should display the following competencies at an advanced level: Strategic Capability and Leadership. Communication (verbal and written). Business Writing and Presentation Skills. Analytical thinking. Problem Solving and Analysis. Knowledge Management Planning and Organising. Diversity Management. People Development and Empowerment. Project or Programme Management. Financial Management. Change Management

EXPECTATIONS

The successful candidate will be subjected to vetting and screening.
The successful candidate will be expected to enter into a performance agreement

2. JOB TITLE	GENERAL MANAGER: INFRASTRUCTURE DEVELOPMENT <i>READVERTISEMENT- CANDIDATES WHO HAVE PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY</i>
REFERENCE NUMBER	NSEZ/ID/12/2025
TYPE OF EMPLOYMENT	5 YEAR FIXED TERM CONTRACT
LOCATION	KOMATIPOORT
SALARY	MARKET RELATED

JOB PURPOSE

Reporting to the Chief Executive Officer, the appointee will, as part of the executive team, assist the Board of Nkomazi SEZ to meet the organisational strategic objectives by through provision of 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.

MINIMUM REQUIREMENTS

A Bachelor's Degree graduate qualification in Civil Engineering or equivalent. The candidate must be professionally registered with the Engineering Council of South Africa (ECSA)- PR Engineer. 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.

TECHNICAL/PROFESSIONAL KNOWLEDGE

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. 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. 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;
- Develop and manage project schedules and provide meaningful progress updates to stakeholders together with actionable feedback relating to costs and cost-benefit analysis;
- Use applicable best practices throughout each project's execution, monitor progress, and make adjustments as required based on sound technical input;
- Lead and monitor the creation, implementation, and management of project management policies, standards and procedures;
- Develop definitions and measurements of success to objectively quantify project success and report progress against agreed plans;
- Identify potential risks across a broad number of individual projects and programs and establish communications and mitigations to address these;
- Influence and manage the factors that create change and scope creep;
- Maintain accountability for the quality of deliverables;
- Follow through and close all the defined exceptions and milestones;
- Monthly reporting of progress and making necessary submissions to the Board of Directors of the Entity as required from time to time; and
- Lead, guide and participate in project steering committees.

COMPETENCIES REQUIRED

The preferable candidate should display the following competencies at an advanced level:

- Planning and Organising. Cost Management. Contract Administration. Project Management/ Programme Leadership. Risk identification and mitigation. Analytical and problem solving. Results and solution orientated. Contractual Services Management. Consulting skills.

3. JOB TITLE	POSITION: GENERAL MANAGER: INVESTMENT PROMOTION, AGRO-PROSSESSING AND BUSINESS DEVELOPMENT <i>READVERTISEMENT- CANDIDATES WHO HAVE PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY</i>
REFERENCE NUMBER	NSEZ/IPAPBD/13/2025
TYPE OF EMPLOYMENT	5 YEAR FIXED TERM CONTRACT
LOCATION	KOMATIPOORT
SALARY	MARKET RELATED

JOB PURPOSE

Reporting to the Chief Executive Officer, the appointee will, as part of the executive team, assist the Board of Nkomazi SEZ to meet the organisational strategic objectives by leading investment attraction and facilitation efforts in Nkomazi SEZ, driving business growth and promoting the zone as a premier investment destination, particularly in Agro-processing, while achieving financial targets and supporting provincial economic development.

MINIMUM REQUIREMENTS

A Degree in Economics, Business Management, Project Management. A post graduate qualification Masters in Economics/ Business Management/ Project Management will be an added advantage. Driver's License.

TECHNICAL/PROFESSIONAL KNOWLEDGE

10 years leadership experience with proven working exposure to marketing, investment or business promotion and working with international businesses. Working knowledge of government regulations, policies and processes to be effective in executing the role. Excellent communicator with strong business acumen. Evidence of high-level stakeholder management. Proven experience in sourcing and attraction of potential business opportunities.

KEY PERFORMANCE AREAS

- Develop strategies to induce investor commitment to invest and/or re-invest in the Entity.
- Develop and regularly review regulatory and procedural material.
- Development of Investment Policy and ensure investment strategy is in place.
- Conduct environmental scanning and generate a report about the investment climate.
- Develop industry or economic sector manual or brochure.
- Management of project migrations and regular uploading of investor profiles and project documents.
- Maintain an up-to-date database of investors with clearly documented risk profiles and current opportunities for each investor.
- Develop and implement special investment programmes.
- Conduct inter-agency engagement, stakeholder and b2b matchmaking platforms.
- Streamline regulatory and administrative procedures at the pre-establishment phase.
- Coordinate the development of at least one benchmarking report per annum.
- Keep track of business operational challenges, crafting solutions to navigate around the same.
- Keep investors aware of current trends in the business environment.
- Compile and coordinate the distribution of sectoral investment opportunities profiles and investor guides.
- Organize and coordinate the implementation of investment forums.
- Host visiting foreign missions and attend foreign missions.
- Engage with media on investment promotion issues.
- Develop long-term business strategies, including diversification into new product lines (e.g., plant-based products, organic lines), market expansion (domestic and export), and supply chain resilience.
- Identify new technologies and automation (e.g., agricultural software, data analytics, precision agriculture tools, robotic harvesters) to improve efficiency, quality, and sustainability.

COMPETENCIES REQUIRED

The preferable candidate should display the following competencies at an advanced level: Analysis and problem solving, Judgement and decision making, Strategic thinking, Innovation and creativity, Organisational awareness, Industry awareness, Organisational commitment, Integrity, Drive and persistence, Stress tolerance, Effective delegation, Managing conflict, Directing others, Communicating a vision, Facilitating teamwork, Coaching and developing others, Proactive communication, Written and oral communication, Influencing others, Negotiation and networking, Developing relationships, Planning, Organising and prioritising, Decisiveness, Initiative and Results focused.

4. JOB TITLE	COMPANY SECRETARY <i>READVERTISEMENT- CANDIDATES WHO HAVE PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY</i>
REFERENCE NUMBER	NSEZ/CSLS/14/2025
TYPE OF EMPLOYMENT	5 YEAR FIXED TERM CONTRACT
LOCATION	KOMATIPOORT
SALARY	MARKET RELATED

JOB PURPOSE

This pivotal role will be responsible for overseeing all legal affairs, corporate governance, and compliance matters, ensuring the company operates within all set legal parameters and best practices. The ideal candidate will provide strategic guidance to the Board of Directors and senior management while protecting the company's interests from a legal perspective.

MINIMUM REQUIREMENTS

An LLB degree (or equivalent) is required, with admission as an Attorney or Advocate. A professional qualification or certification in Company Secretarial (e.g., CIS qualification/CGISA) is highly advantageous.

TECHNICAL/PROFESSIONAL KNOWLEDGE

Minimum of 8-10 years' experience in a senior legal position and/or company secretariat role, preferably within a public entity environment. Deep knowledge of the Companies Act, corporate governance principles, and the applicable statutory framework is essential. Proven experience in managing and leading a team. Experience in interpretation and application of relevant legislation, drafting and vetting contracts, sourcing and providing legal opinions and managing litigation. Experience in providing Board Secretarial services including ensuring sound corporate governance. Understanding of labour relations.

KEY PERFORMANCE AREAS

Corporate Governance & Compliance

- Provide expert advice and guidance to the Board of Directors and executive management on their duties, responsibilities, and powers, as well as relevant laws and corporate governance codes (e.g., King IV Code).
- Ensure adherence to all statutory and regulatory requirements, including the Companies Act and other applicable legislation.
- Develop, implement, and maintain internal controls, policies, and procedures to mitigate legal and regulatory risks.
- Liaise with regulatory authorities and external auditors, responding to inquiries and audits.

Board and Committee Administration

- Manage the full cycle of board and committee meetings, including preparing agendas, collating and distributing board packs, attending meetings, and accurately taking minutes and resolutions.
- Maintain all statutory registers (e.g., beneficial ownership, share register) and corporate records, ensuring they are accurate and up-to-date.
- Coordinate the induction and ongoing training and development of board members.

Legal Counsel & Risk Management

- Provide efficient and effective legal support and guidance to all business units.
- Draft, review, and negotiate contracts, agreements, and other legal documents.

- Manage legal disputes, litigation, and regulatory investigations, coordinating with external legal counsel as needed.
- Monitor and interpret new laws and industry developments, advising the company on potential impacts.

COMPETENCIES REQUIRED

Exceptional written and oral communication skills, with a high level of attention to detail and proofreading ability. Strong analytical, problem-solving, and decision-making abilities. High level of integrity, discretion, and the ability to handle highly confidential information. Excellent planning, organisation, and time management skills, with the ability to meet strict deadlines and multitask effectively. Proficiency in MS Office Suite and legal practice management software.

REMUNERATION

The Nkomazi SEZ Entity offers competitive remuneration and benefits package that may be negotiable based on qualification, experience, and evidence of the current remuneration package of the successful candidate.

EXPECTATIONS

The successful candidates will be subjected to vetting and screening.
The successful candidates will be expected to enter into a performance agreement

ADMINISTRATION MATTERS

Closing date for applications : **21 November 2025 @ 12h00**. No late applications will be accepted. Interested candidates should submit an application letter stating reference number, a detailed CV, and copies of qualifications and identity document addressed to: The Chief Executive Officer: Nkomazi Special Economic Zone (NSEZ) Entity, to : hr@nkomazisez.gov.za or alternatively hand deliver to: DEDT Ehlanzeni District Offices, Building 4, 3rd floor, Mbombela Square, Mbombela, 1200. **Enquiries: Ms IN Phiri- 071 614 5940**