

NORTH WEST TOURISM BOARD



Mothusi Tsineng
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ACEO: NWTB

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Chief Financial Officer

- Three-year performance contract • Location: Mafikeng
- Total remuneration package p/a: R1 183 534.00 at Peromnes Grade 03

KEY PERFORMANCE AREAS: • Developing strategies and systems to integrate the strategic planning cycle and financial planning in a sound manner that will enable the Board to improve delivery on its mandate • Developing and implementation of Strategic and annual plans, financial, SCM and administrative policies, systems and procedures as well as maintaining these financial systems and procedures • Develop effective financial management, budgeting and budgetary control practices • Provide advice and assist the Chief Executive Officer and other Senior Managers with regard to the implementation and compliance with the PFMA, Treasury Regulations and other legislative requirements • Establish, implement and maintain appropriate systems of internal control, policies and procedures to ensure effective and efficient management of financial resources • Provide accurate and timely financial reports including separate and consolidated annual financial statements in accordance with Generally Recognised Accounting Practices • Liaise with relevant role players and stakeholders regarding transverse financial matters and ensure audit matters are adequately and appropriately dealt with • Manage staff within the division including management of the Employee Performance Management and Development Systems • Provide strategic direction, control and management of the Finance and Supply Chain Management units of the entity.

JOB SPECIFICATIONS: • The successful candidate should be in a possession of a B Comm Accounting Hons / and CA(SA) with articles CTA or equivalent as an added advantage • At least 5 - 7 years' relevant experience in finance environment and 5 years' relevant work experience at Senior Financial Management level. Extensive experience in financial control, accounting and financial management and administration. Knowledge of risk management, Internal controls and budgeting will also be required. Knowledge and understanding of PFMA, Treasury Regulations, Public Service Regulations and relevant statutory provisions. Knowledge of the Public Sector and in a particular public sector financing is essential. The incumbent must have experience and be knowledgeable in ACCPAC financial systems • Ability to effectively communicate at all levels with Senior / Executive Management and proven competencies in Strategic Management and Leadership, Programme and Project Management, Financial Management, Change and Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management, Client Orientation and Customer Focus. Planning and Organising skills. Must possess a driver's licence • Shall sign a performance contract.

Rector Hotel Schools Division

- Five-year performance contract • Location: Mafikeng Hotel School • Total Remuneration Package p/a: R1 004 801.00 at Peromnes Grade 04.

KEY PERFORMANCE AREAS: • Manage the Hotel Schools division and creating a leading hospitality Institution • Identify Training Skills within the Hospitality Sector • Provide oversight within the respective units of the Hotel Schools Division • Quality assurance and curriculum development • Strategic Management into the Commercial operations to ensure profitability • Develop self-sustainability of the Hotel Schools Division • Manage Human Resources within the Division/Unit • Manage financial resources and adhere to corporate governance prescripts within the division.

JOB SPECIFICATIONS: • A Master's degree in Educational Administration or Management, Tourism & Hospitality or equivalent; Social Science, Commerce, Business Administration and HRM as an added advantage • 10 years in a similar management position. Experience in hospitality or Tourism Management and educational Qualification Framework (HEQF). Management of operations. Stakeholder Relations, Financial Management Skills. Maintenance and Facilities Management • Strong leadership. Ability to work under Pressure, self-motivated person. Interpersonal Communication. People Management, Interpersonal relations, Conflict resolution skills, Reliable and Flexible. Planning and organising skills, financial skills. Must possess a driver's licence • Shall sign a performance contract.

Executive Manager: Marketing

- Five-year Performance Contract • Location: Mafikeng
- Total Remuneration Package p/a: R1 004 801.00 at Peromnes Grade 04.

KEY PERFORMANCE AREAS: • Develop and implement the tourism destination marketing strategies • Establish marketing programmes and deepen tourism stakeholder's collaboration and partnership with the Province, Region and International markets • Create Marketing platform for the Tourism products/services in the Province both nationally and internationally • Facilitate, manage and implement or support the Bidding and hosting process of all major international and national events and conferences for all regions • Stakeholder Management • Manage Human Resources within the Division/Unit • Manage financial resources and adhere to corporate governance prescripts within the Division/Unit.

JOB SPECIFICATIONS: • Degree in Tourism or Marketing Qualification and Postgraduate in Marketing /Tourism • 5-7 years' appropriate working experience in Tourism and Marketing environment, 4 years at senior management level in Tourism and Marketing • Team leadership skills. An individual with high energy and drive. Adaptability. Excellent communication skills - written and verbal. Innovative. Excellent interpersonal skills. Planning and organising skills. People Management. Financial Management. Excellent Stakeholders Relationship. Must possess a driver's licence • Shall sign a performance contract.

Company Secretary

- Five-year Performance Contract • Location: Mafikeng • Total Remuneration Package p/a: R705 097.00 at Peromnes Grade 05.

KEY PERFORMANCE AREAS: • Strategically advise and manage the Board's office • Support the Board of Directors and oversee the various governance functions of the company • Ensure Compliance with Corporate Governance best practice • Monitor Statutory Compliance • Develop and ensure implementation of secretariat policies and procedures • Direct and participate in all Board Committees of the NWTB and ensure Board Committees and Board Charters and terms of reference are kept up to date • Facilitate and participate in the drafting of the Strategic planning of the organisation • Ensure that the organisation complies with Corporate Governance best practices • Drive a culture of continuous improvement in terms of sound corporate governance and legislation • Develop compliance Framework to ensure that the organisation complies with all relevant statutes and regulations • Oversee the internal and external audits of the organisation and advise the chairperson and the Board with information related to internal and external audit • Organise general administration of the Board • Organise the Board Committee meetings and ensure Board proceedings and resolutions are properly recorded and circulated • Coordinate and participate in the budgeting process, identify and evaluate the risks in the organisation • Improve Shareholder communications with all Subsidiaries and stakeholders • Ensures that Directors and Executive Management are properly orientated, inducted regarding fiduciary/governance responsibilities • Identify training requirements for Board members and ensure that members operate within their authority and responsibility • Takes responsibility for preparing all or parts of the annual report, ensuring that statutory deadlines are met and that the statutory & regulatory disclosures are validated • Responsible for Human Resources Management, Financial management and corporate governance within the unit.

JOB SPECIFICATIONS: • A four-year legal qualification preferably at postgraduate level (LL.B or LL.M) or equivalent • Admitted Attorney (added

advantage) • Chartered Company Secretary qualification • Excellent knowledge of corporate governance • Five to seven years' experience in working as a company secretary in a regulatory authority or public service/administration environment • Strategic thinker with strong analytical, communication and interpersonal skills • Ability to exercise sound judgement, good organisational and project management skills with proven leadership • Business planning, policy development, administration, negotiation, financial, team working and report writing skills • Ability to maintain confidentiality, ability to work under pressure and meet deadlines • Understanding of board dynamics, respect in corporate community and knowledge of current issues, must possess a driver's licence • Shall sign a performance contract.

Kitchen Manager

- Location: Mafikeng Hotel School • Total Remuneration Package p/a: R435 839.00 at Peromnes Grade 08.

KEY PERFORMANCE AREAS: • Managing, organisation and running of the Kitchen Operations • Completion and authorisation of purchase requisition and store requisition and the monitoring of stock levels food and equipment and practical training materials • Maintaining hygiene standards as set by government and industry standards • Maintain the highest possible food production standards as set by the highest level of the industry and the expectation of Business Manager • Quality control points through purchasing, receiving, storing, preparing, serving and guest satisfaction • Manage food costs, menu development and planning within the kitchen operations • To perform any and all duties as required by demand in business or requested by superiors, especially when growth and expansion may increase performance required • Manage Human Resources within the Division/Unit • Manage financial resources and adhere to corporate governance prescripts within the Division/Unit.

JOB SPECIFICATIONS: • Grade 12 or equivalent plus 3-year Diploma in Hospitality Management • A minimum of 5 years' experience in food management • Good communication skills in English, friendliness and hardworking, working well under pressure, planning and organising skills, people management, financial skills, must possess a driver's licence • Shall sign a performance contract.

Manager Shared Services & Logistics

- Location: Mafikeng • Total Remuneration Package p/a: R531 290.00 at Peromnes Grade 07

KEY PERFORMANCE AREAS: • Implement and maintain policies and procedures relating to shared services • Manage contracts/leases of the Board • Co-ordinate and facilitate insurance for the Board • Manage records and information • Management of fleet • Responsible for maintenance of facilities within the Board • Manage Human Resources and Financial Resources within the Division/Unit • Compliance with corporate governance within the Division/Unit.

JOB SPECIFICATIONS: • A recognised three-year Administrative Diploma • A few years' experience in Public Administration • Must be able to meet the demands and provide the required resources of employees • Must have an understanding of fleet management, contracts management, insurance, SLA and lease agreement. Must be able to function independently and under pressure, must possess a driver's licence • Shall sign a performance contract.

OHS and Wellness Manager

- Location: Mafikeng • Total Remuneration Package p/a: R579 698.00 at Peromnes Grade 06.

KEY PERFORMANCE AREAS: • Develop, implement and review the Safety plan for the Board • Conducting the organisational OHS risk assessment • Conduct OHS audits and inspections • Train, campaign & develop staff on SHEQ • Implementation of SHEQ policy & procedures and policy statement • Coordinate the reporting on injuries on duty and compensation for injuries and diseases claim processes • Manage the regulations and protocols in terms of occupational diseases (COVID-19) • Manage employee health and wellness within the Board • Provide Employee health and wellness programmes to support employees • Promote support to ensure the well-being of employees • Facilitate stakeholder relations and network with relevant bodies/structures in support of wellness • Perform general management and supervision • Manage Human Resources within the Division/Unit • Manage financial resources and adhere to corporate governance prescripts within the Division/Unit.

JOB SPECIFICATIONS: • 3-year degree in HRM or related qualification/Industrial Psychology • 5 years' experience in HRM/OHS and Employee Wellness environment • Knowledge and understanding of labour legislation. Good understanding and implementation of COIDA, and OHS Act, Development and implementation of OHS systems, Training and developing workforce in OHS related matters, Knowledge on employee assistance programmes, planning, organising, financial skills, and people skills. Must possess a driver's licence • Shall sign a performance contract.

Admin Board Secretary

- Location: Mafikeng • Total Remuneration Package p/a: R373 326.00 at Peromnes Grade 09.

KEY PERFORMANCE AREAS: • Co-ordinate Board secretariat meetings • Arrange travelling and accommodation for Board members • Minute taking and resolution tracking • Record keeping of all board meetings, resolutions and related documents • Arrange logistics for all Committee meetings • Production of Board and Committees packs • All administration duties relating to the board and its committee structures.

JOB SPECIFICATIONS: • Grade 12 plus Secretarial or Administration certificate or Diploma • 1-3 years' experience in Administrative or Executive secretarial • Good communication skills, Organisational, administrative and interpersonal skills, high level computer skills, ability to manage a variety of tasks, valid driver's licence, Ability to adhere to dictates of confidentiality • Shall sign a performance contract.

Employee Wellness Officer

- Location: Mafikeng • Total Remuneration Package p/a: R303 613.00 at Peromnes Grade 10

KEY PERFORMANCE AREAS: • Develop, analyse and implement policies relating to Employee Wellness and Gender • Facilitate, coordinate and implement Employee Wellness and Gender programmes • Plan, coordinate and sensitise staff through training and awareness on matters relating to Gender and Wellness • Provide counselling to employees in matters related to wellness • Stakeholders' relation and networking with relevant structure • Commemorate events as per the wellness and gender calendar of events • General administration of EWP and gender.

JOB SPECIFICATIONS: • Matric plus 3-year BA degree / equivalent qualification in Human Resources • 2 years' appropriate work experience in Employee Wellness and Gender programmes • Good written and communication skills, ability to work under pressure, good interpersonal relations, basic knowledge on labour policy framework, computer literate and time management, must possess a driver's licence • Shall sign a performance contract.

Librarian

- Location: Mafikeng Hotel School • Total Remuneration Package p/a: R373 326.00 at Peromnes Grade 09.

KEY PERFORMANCE AREAS: • General administration • Materials cataloguing and classification • Stock development and book selection • Developing an actual service for academic staff and students • Fiscal and assets management

• Access control and management in the library • Training/teaching • Electronic initiatives to enhance library services • Student administration • Manage Human Resources within the Division/Unit • Manage financial resources and adhere to corporate governance prescripts within the Division/Unit.

JOB SPECIFICATIONS: • Minimum M+3 or Postgraduate Degree in Library and Information Science • 3-5 years' experience in Library Services • Computer literate, Driver's licence • Planning, organising skills, financial skills, people management, ability to work under pressure, assertiveness, flexibility, teamwork, time management • Shall sign a performance contract.

Chef de Partie Hot Kitchen

- Location: Mafikeng Hotel School • Total Remuneration Package p/a: R303 613.00 at Peromnes Grade 10

KEY PERFORMANCE AREAS: • Requisition, storage and stock control • Maintenance of high sanitary and hygiene standards as set by government regulations • Preparation of high quality meals according to organisation recipe file/standards • Guide students during practicals • To perform any and all duties as required by demand in business or requested by superior.

JOB SPECIFICATIONS: • Matric plus National Diploma Professional Cookery • 3 years' experience as a Chef • Computer literacy, good written and verbal communication skills, friendliness, problem solving skills. Assertive and self-driven, ability to work under pressure • Shall sign a performance contract.

Help Desk (ICT)

- Location: Mafikeng • Total Remuneration Package p/a: R259 420.00 at Peromnes Grade 11.

KEY PERFORMANCE AREAS: • To provide technical support to users via telephone • Document, track and monitor problems to ensure solution • Capture data for project progress reports • Ensure physical security of consumables • Provide routine reports and general statistics about activities • Request quotations from suppliers • Monitor calls logged from end users, allocate and monitor resolve of all calls.

JOB SPECIFICATIONS: • Grade 12 plus IT/IS Diploma/National Diploma and Advanced MS Office • Two years in an IS Technical support/help desk environment and Windows operating systems • Database programming and management skills, communication skills, ability to meet tight deadlines, client relation skills, must possess a driver's licence • Shall sign a performance contract.

Landscaping Supervisor

- Location: Taung Hotel School • Total Remuneration Package p/a: R172 351.00 at Peromnes Grade 14.

KEY PERFORMANCE AREAS: • Oversee and implement landscaping project • Coordinate work site and crew • Maintain accurate project paperwork, making request forms • Preparation of purchase requisition • Conduct final inspection upon project completion • Meet department tasks, expectations • Keep machinery, tools in good repair and working order • Execute strong attention to detail and personal integrity including.

JOB SPECIFICATIONS: • Grade 12 or equivalent • 1-2 years' experience in landscaping • Good written and verbal communication skills, planning and organising, people skills, working well under pressure, must possess a driver's licence • Shall sign a performance contract.

Driver

- Location: Mafikeng Hotel School • Total Remuneration Package p/a: R156 674.00 at Peromnes Grade 15.

KEY PERFORMANCE AREAS: • To collect post and mail every day • To keep the general cleanliness of the pool vehicles and to assist in keeping of the service register for pool vehicles • To act as a proxy for the Board • To trace and follow up on traffic fines on pool vehicles • To dispatch correspondence to various destinations and to drive staff passengers to various approved destinations.

JOB SPECIFICATIONS: • Grade 10 • 2 years' experience in driving • Good written and verbal communication skills in English and Setswana, Basic knowledge on safety and driver's licence. Ability to work under pressure • Shall sign a performance contract.

Steward

- Location: Mafikeng Hotel School • Total Remuneration Package p/a: R145 362.00 at Peromnes Grade 16.

KEY PERFORMANCE AREAS: • Clean and maintain the dish machine area, pot wash area and general area of the kitchen according to work schedule • Practice and teach the use of proper chemical for the correct purpose • Maintain appropriate hygiene standards • Maintain floors of the entire kitchen and walk in fridges • Maintain the general cleaning of the kitchen, including the major spring cleaning of the kitchen • Supervision of the students assigned to the dish wash and pot wash area • To perform any and all duties as required by business or requested by superior.

JOB SPECIFICATIONS: • Grade 12 or equivalent • Three years in a Kitchen environment • Friendliness, communication skills, computer skills, problem solving skills, assertive and self-driven • Shall sign a performance contract.

Housekeeper (Males are encouraged to apply)

- Location: Taung Hotel School • Total Remuneration Package p/a: R145 362.00 at Peromnes Grade 16.

KEY PERFORMANCE AREAS: • Cleaning of guest rooms and general responsibilities • Cleaning the guest bathrooms • Vacuuming and cleaning the guest room and the surrounding areas and inspecting • Turn down services • To control the receiving, issuing and control par levels and quality of linen.

JOB SPECIFICATIONS: • Grade 12 plus qualification in accommodation services • 1-2 years' experience in hotel accommodation department • Good written and verbal communication skills in English and Setswana, Friendly, outgoing nature and should enjoy working with people, Should project an acceptable professional appearance • Shall sign a performance contract.

Interested applicants should forward a detailed Curriculum Vitae, accompanied with an application letter, certified copies of qualifications, ID and Driver's licence should be directed to: The Acting Executive Corporate Support Services, North West Tourism Board, Private Bag X35, MMABATHO 2735 OR delivered by hand to: Kelgor House, 14 Tillard Street, Mafikeng. Or email to recruitment@nwtb.co.za. For enquiries please contact the Acting Executive Corporate Support Services Ms C Jacobs on 018 381 6380 / 018 397 1500.

CLOSING DATE: 18 DECEMBER 2020.

THE NORTH WEST TOURISM BOARD IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER.

Please note that correspondence will be limited to short-listed candidates only. If you have not heard from us within 30 working days after the date of closure, please accept your application as unsuccessful.