



**POST: Manager in the office of the CEO**  
**CENTRE: Head Office, Mahikeng**  
**SALARY: R896 437 p a. (all-inclusive package)**  
**REF NO: NWHC 03/26**  
**TYPE OF POSITION: 5 year Contract position**

**Requirements:** A Grade 12 is required coupled with a minimum Bachelors' degree or Advanced Diploma at (NQF 7) in Public Administration or related field. A postgraduate qualification (NQF 8) will be an added advantage. A minimum of 10 years Office Management and Planning experience plus three years management experience is essential.

**Key responsibilities:**

Office management in the Office of the CEO, responsible for the efficient functioning of processes and systems in the Office of the CEO. Interface with other governance structures on behalf of the CEO. Attend meetings with the CEO and note resolutions for action. Manage and oversee budget and procurement functions in the Office of the CEO. Compile and review Board submissions and reports by required due dates. Brief the CEO and provide relevant background information relating to meetings and engagements. Foster a relationship between NWHC and key stakeholders internal and external audit. Assist CEO on media reports.

**Competencies:** Understanding of human settlement management legislation. Organisational Management and Principles. Knowledge of budgeting and financial control. Policy matters related to housing in accordance with policies and legislation

Enquiries should be directed to the recruitment office at 018 – 381 5029.

*The North West Housing Corporation is an equal opportunity employer. Preference would be given to candidates from the designated groups in line with employment equity. NWHC reserves the right not to fill the advertised position should there be no suitable candidate identified. Candidates with foreign qualifications are responsible for the evaluation of their qualifications by SAQA. Please forward your application letter and a comprehensive CV, certified copies of qualifications and ID document quoting the relevant reference number to: [recruitment-mceo@nwhc.co.za](mailto:recruitment-mceo@nwhc.co.za). Please note that correspondence will be limited to short-listed candidates only. Should you not hear from us within 2 months after the closing date, please consider your application to be unsuccessful. Applications received after the closing date will not be considered. Recommended candidates will be subjected to reference checks. Closing date: 30 January 2026*