



# NKOMAZI SEZ

TREASURE OF OPPORTUNITIES

*An Entity of the Department of Economic Development and Tourism*

## EXTERNAL ADVERTISEMENT

The Nkomazi Special Economic Zone (NSEZ) Entity was established by the Department of Trade Investment in conjunction with the Provincial Department of Economic Development and Tourism 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.

### 8. HR ADMINISTRATOR

<b>Reference Number</b>	<b>NSEZ/HRA/08/2025</b>
<b>Type of employment</b>	<b>PERMANENT</b>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>Ensuring the effective management and development of the workforce to achieve the NSEZ Entity's strategic objectives including attracting, recruiting and retaining talent, fostering a positive work culture and ensuring compliance with relevant legislation. Ultimately, maximising the organisation's performance through its human capital</li> </ul>
<b>Required minimum qualification</b>	<ul style="list-style-type: none"> <li>A Bachelor's Degree in Human Resource Management, Business Administration or related field.</li> </ul>
<b>SALARY</b>	Market Related
<b>Required minimum work experience</b>	<ul style="list-style-type: none"> <li>A minimum 4-5 years' experience in Human Resources including labour relations.</li> <li>Solid understanding of Human Resources planning, policy development, and Human Resources administration.</li> <li>Knowledge of South African labour law, payroll and Human Resources systems</li> </ul>
<b>Key Performance Areas</b>	<ul style="list-style-type: none"> <li>Provide strategic HR leadership and guidance to management.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop, review and implement HR policies, procedures and strategies.</li> <li>• Oversee all HR administration, including recruitment, payroll, leave and reporting.</li> <li>• Drive HR service delivery improvements and system automation</li> <li>• Advise the ENSEZ Entity Management on all HR and organisational development matters.</li> <li>• Lead and manage the HR team to deliver high-quality, responsive services</li> </ul>
<b>Competencies Required</b>	<p>The preferable candidate as an HR Administrator needs to possess a variety of skills and abilities as their role is crucial to the success of the NSEZ Entity. Some essential skills and competencies include:</p> <ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Organising</li> <li>• Customer focus</li> <li>• Strong communication skills</li> <li>• Problem-solving abilities</li> <li>• Negotiation skills</li> <li>• Teamwork and collaboration abilities</li> </ul>
<b>Expectations</b>	<ul style="list-style-type: none"> <li>• The successful candidate will enter into a Performance Agreement.</li> <li>• The successful candidate will be subjected to vetting and screening.</li> </ul>

## **SUBMISSION OF APPLICATIONS:**

*Interested candidates should submit an application 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, and hand delivered to DEDT Ehlanzeni District Office, 45 Samora Machel Drive, Mbombela Square, Mbombela, 1200. For enquiries please contact Mr D. Ndwandwe on 082 784 2310 e-mail address: [hr@nkamazisez.gov.za](mailto:hr@nkamazisez.gov.za) or [dndwandwe@mpg.gov.za](mailto:dndwandwe@mpg.gov.za)*

## **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*

***Enquiries: Mr. Douglas Ndwandwe, 082 784 2310***

***Closing date for applications: 08 August 2025 @ 16h00. No late application will be considered***

Equity Statement: Preference will be given to suitably qualified applicants who will assist the Nkomazi SEZ Entity to be representative of the demographics Do the province. Applicants who have not been contacted within response within thirty (30) days from the closing date, please consider your application as being unsuccessful.