

NORTH WEST DEVELOPMENT CORPORATION (SOC) LTD

(Registration Number 1999/002625/07)



The North West Development Corporation (SOC) Ltd is an organization which promotes industrializing the economy, attracting investments, promoting exports and overcoming the legacy of economic imbalances. The NWDC has the following employment opportunity:

EXTERNAL ADVERT

POSITIONS: PROJECT OFFICE ADMINISTRATOR x 1
CONTRACT: 12 MONTHS CONTRACT
LOCATION: PROJECT MANAGEMENT OFFICE, RUSTENBURG
SALARY SCALE: NEGOTIABLE WITHIN CURRENT SALARY SCALE

Requirements

- Grade 12
- Diploma and/or Bachelor's Degree in Administration
- Driver's License minimum code 8
- Previous relevant experience

Key Performance Areas

The duties of the Project Office Administrator will, amongst others be to:

Office Administration

- Schedule and coordinate meetings
- Accommodation bookings and travelling arrangements for Project Managers
- Prepare agendas, write memos, reports, motivations, submissions, letters and take minutes during meetings
- Maintain good filing system
- Handle telephone enquiries
- Prepare cheque requisitions for invoices relevant to the Project Management Office

Project Managers Support

- Coordinate and manage the Project Managers' and their travelling itinerary
- Manage the diary of the Project Management Office and make follow ups on the Project Managers' whereabouts
- Maintain stationery stock for the office
- Manage communication amongst the Project Managers

Non-Executive Directors:

Mr B Khumalo (**Chairperson**), Ms J Brown, Mr A Fraser, Adv H Keyter, Ms N Koloti, Mr D McGluwa, Ms N Mojanaga, Mr M Ndaba, Adv VT Seboko (Ms)

Executive:

Mr. LA Moletsane (**Acting Chief Executive Officer**)

HEAD OFFICE: Po Box 3011, Mmabatho, 2735, North West Province, Republic of South Africa

Telephone: (018) 381-3663 **Fax:** (018) 381-2041 **Website:** www.nwdc.co.za

Note: *The successful candidate will be required to sign a Performance Agreement Contract.*

The NWDC is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability.

Interested persons are requested to forward detailed resumes and relevant certified academic qualifications to: NWDC (SOC) Ltd, P O Box 3011 Mmabatho 2735 For Attention Mmathapelo Tamako or email recruitment@nwdc.co.za or hand-deliver NWDC Head Office, 22 James Watt Crescent, Industrial Sites, Mahikeng. Enquiries may be directed to Ms Mmathapelo Tamako (HR Assistant) 018 381 3663. **Closing date: 29 February 2016 No late applications will be considered. NB: NWDC reserves the right not to appoint.**

Non-Executive Directors:

Mr B Khumalo (**Chairperson**), Ms J Brown, Mr A Fraser, Adv H Keyter, Ms N Koloti, Mr D McGluwa, Ms N Mojanaga, Mr M Ndaba, Adv VT Seboko (Ms)

Executive:

Mr. LA Moletsane (**Acting Chief Executive Officer**)

HEAD OFFICE: Po Box 3011, Mmabatho, 2735, North West Province, Republic of South Africa

Telephone: (018) 381-3663 **Fax:** (018) 381-2041 **Website:** www.nwdc.co.za