

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:

INTERNAL AND EXTERNAL ADVERT

POSITION(S): SBD FUND ADMINISTRATORS x5
CONTRACT: 12 MONTHS
LOCATION (S): x1 MMABATHO, x1 DR. KENNETH KAUNDA, x2 TAUNG AND x1 RUSTENBURG
SALARY SCALE: NEGOTIABLE WITHIN CURRENT SALARY SCALE

Requirements

- B.Com Degree in Accounting or Finance
- Driver's License minimum code 8
- Previous relevant experience

Key Performance Areas

The duties of the Business Development Officers will, amongst others be to:

- Identify feasibility of and provide input on potential business opportunities through liaison with the community
- Match potential businesses with potential entrepreneurs according to knowledge of the needs of both
- Conduct viability and feasibility studies (including identification of training needs) for establishment of new of businesses
- Complete and submit a comprehensive business plan, recommend loan submission and on approval, ensure loan is being processed within agreed time (training needs part of conditions)
- Promote contracting by assisting contractors who have successfully tendered for jobs with bridging finance
- Provide business development data to clients by referring to the database
- Receive and process loan applications from qualifying SMME's
- Verify that securities ceded are intact
- Perform business aftercare by extracting and compiling financial information according to monthly plan and analysing and interpreting the financial results for identification of problem areas
- Encourage productivity consciousness by applying the productivity analysis formula and referring cases to relevant specialists

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

- Provide feedback to clients on success proposal and advice on way forward/ implementation plan

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 , with the location of interest specified, 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: 26 February 2016** No late applications will be considered. NB: NWDC reserves the right not to appoint.

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