

# 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):** ENTERPRISE DEVELOPMENT CENTRE ADMINISTRATORS x21  
**CONTRACT:** 12 MONTHS  
**LOCATION (S):** VARIOUS  
**SALARY SCALE:** NEGOTIABLE WITHIN CURRENT SALARY SCALE

**LOCATIONS:** Sannieshof x1  
- Taung x2  
- Atamelang x2  
- Moretele x2  
- Schweizer Reneke x2  
- Bloemhof x2  
- Koster x2  
- Madibogo x2  
- Klerksdorp x2  
- Maquassi x2  
- Potchefstroom x2

### Requirements:

- A tertiary qualification in Business Management, Investment, Economics, Marketing, Administration or related field.
- At least 1-2 years relevant administrative experience in the private or public sector in a Trade/Marketing/Finance or relevant environment
- SMME management development
- Computer Literacy (MS Office Package)
- Good communication skills
- A valid South African Driver's License
- It will be to the candidates advantage if he/she can speak English and Setswana

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

### 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](http://www.nwdc.co.za)

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](mailto: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 Officer) 018 381 3663. **Closing date: 29 February 2016** No late applications will be considered. NB: NWDC reserves the right not to appoint.**

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