



**dedect**

Department:

**Economic Development, Environment, Conservation and Tourism**

North West Provincial Government

REPUBLIC OF SOUTH AFRICA



Enquiries:

RefNo:

The vision of the North West Department of Economic Development, Environment, Conservation and Tourism (DEDECT) is to be a growing economy wherein enterprises thrive. Its mission is to lead, coordinate, support, implement, and champion inclusive economic growth for the people of the North West Province through economic planning and development, enterprise development, and effective regulatory services.

The North West Development Corporation (NWDC), a parastatal of the DEDECT, has the mandate of economic development in the North West Province and has been requested to continue with the rolling out of Enterprise Information Centres in the North West Province.

**VACANCY: ENTERPRISE INFORMATION OFFICERS (X 2) CONTRACT (8 MONTHS) STIPEND R5000.00 PER MONTH AT TSWAING LOCAL MUNICIPALITY**

The successfully appointed officials will be stationed in Delareyville within the local LED offices.

**The applicant must meet the following minimum requirements**

- Be in possession of Matric or the equivalent.
- Must have computer skills.
- A National Certificate N6 Business Management or Administration will be an added advantage.
- Must be proficient in Setswana and English language.
- Must be a youth between the ages of 18-35 and South African citizen.
- Reside in the boundaries of the Tswaing Local Municipality.

#### **Job Overview**

- Registration of Companies on CIPC
- Lodgement of SMME Annual returns and other CIPC services
- Information dissemination on Enterprise and Cooperative development and support
- Participate at the outreach programmes for Enterprise and Cooperative development services
- Update and manage Stakeholder & Enterprise Database
- Management of records and monthly reporting
- Offer financial services to Enterprise and Cooperatives

**Interested applicants are requested to submit a detailed Curriculum Vitae which is to be accompanied by certified copies of ID, qualifications, and proof of residence. All applications should be hand-delivered to the Tswaing Local Municipality clearly stating the position being applied for. A box will be provided at the premises for the collection of the CV's. Alternatively, the CV's may be emailed to the NWDC HR Department, for attention Ms Mmathapelo Tamako at [mmathapelot@nwdc.co.za](mailto:mmathapelot@nwdc.co.za). For queries pertaining to matters related to operations or service, please contact Ms Keorapetse Twala via e-mail on [keom@nwdc.co.za](mailto:keom@nwdc.co.za).**

**Kindly note correspondence and communication will only be conducted with shortlisted candidates after the closing date.**

**Closing date: 25 August 2023**