



Learnership: Business Administration

LICHTENBURG

Join NWK – Top Employer 2025

We have an exciting learnership programme which will provide you with the opportunity to fully understand the organisational development and administrative principles within the business environment from a theoretical and practical point of view.

The theoretical component will cover the following modules:

- Basic Mathematics
- Business Communications
- Personal Effectiveness
- Principles of Administration
- Organisational Development
- Organisational Ethics
- Service Provider Management

Minimum requirements:

- Assessments must be administered for selection purposes
- Only those candidates who are not currently employed will be considered
- A Grade 12 certificate with an average of 60%
- Graduates will also be considered
- Currently residing in the North West province

The following will serve as a recommendation:

- Computer Applications Technology as subject on secondary school level

Skills:

- Effective interpersonal and communication skills.
- Must be customer-oriented
- The ability to work independently and as part of a team
- Driven to achieve excellence in line with NWK's objectives
- Must be reliable and responsible

Duration:

- 1 year (practical and theoretical training will be given).

We look forward to walking alongside you on your journey for personal and professional growth.



Application can **only** be made through NWK's website. For more information, please visit ([https:// www.nwk.co.za/careers/](https://www.nwk.co.za/careers/)). For any enquiries, contact Anita Labuschagne on (018) 633 1363/1043 or recruitment@nwk.co.za. Visit our Facebook page at www.facebook.com/NWKLimited.

The closing date for applications **31 December 2025**. If you are not invited for an interview within two weeks after the closing date, consider the application unsuccessful. NWK supports the purpose of the Employment Equity Act and gives preference to applicants from the nominated groups. Candidates with disabilities are encouraged to apply. NWK reserves the right not to fill the position.

