


## NDA PERMANENT POSITION

National Development Agency is a Schedule 3A National Public Entity with a mandate for poverty eradication and is accountable to Parliament through the Minister of Social Development.

The following positions are available at NDA:

<p><b>Executive: Corporate Services</b> Head Office-JHB Reference no: 2021HQECS01 Salary offered: R1 531 168, 46 (TCOE) Grade 4</p> <p><b>Requirements:</b> Honours Degree (NQF8) or equivalent in Public Administration/Management or Business Management. Eight (8) years' experience in Corporate Services Management of which at least 5 years must have been at senior management level. Sound practical experience in corporate governance. Experience in strategic planning and execution. <b>See full Profile in <a href="http://www.nda.org.za">www.nda.org.za</a></b></p>	<p><b>Senior Manager: Human Capital Management</b> Head Office-JHB Reference no: 2021HQSMHCM02 Salary offered: R1 020 200, 06 pa (TCOE) Grade 6</p> <p><b>Requirements:</b> Bachelor's degree in Human Resources or equivalent qualification. Five (5) years' experience in human resources management and development of which at least 3 years must have been at management level. Practical experience in Employee Relations. Experience in developing and implementing HR strategy and programmes, policies and procedures. <b>See full Profile in <a href="http://www.nda.org.za">www.nda.org.za</a></b></p>
<p><b>Executive Assistant: Office of the CEO</b> Head Office- JHB Reference no: 2021HQEAOCO03 Salary offered: R461 824 .29 pa (TCOE) Grade 10</p> <p><b>Requirements:</b> Grade 12 plus a National Diploma in Administration/Office Administration or equivalent qualification. Certificate in Computer studies will be an added advantage. Three years' experience at a senior secretarial level. Experienced Personal Assistant at senior management level. Experience with meeting management. Experience with reception duties. <b>See full Profile in <a href="http://www.nda.org.za">www.nda.org.za</a></b></p> <p>NB: This position is being re-advertised. Those who previously applied are encouraged to <b>re-apply</b>.</p>	<p><b>Administrative Assistant: Company Secretary</b> Head Office – JHB Reference no: 2021HQAACOSEC04 Salary offered: R361 574.38 pa (TCOE) Grade 11</p> <p><b>Requirements:</b> Grade 12 plus a National Diploma in Office Administration or equivalent qualification. Minimum two years' experience in relevant administrative support experience. Experience in secretarial work. Experience with reception duties. Experience with meeting management, including minute taking. Experience in document / records administration. <b>See full Profile in <a href="http://www.nda.org.za">www.nda.org.za</a></b></p> <p>NB: This position is being re-advertised. Those who previously applied are encouraged to <b>re-apply</b>.</p>
<p><b>Application details:</b> Full Job profiles for these positions are available on the NDA website – <a href="http://www.nda.org.za">www.nda.org.za</a>. A detailed Curriculum Vitae (CV), with three references must accompany the application and a fully completed application for employment form obtainable on <a href="http://www.nda.org.za">www.nda.org.za</a> must be emailed to <a href="mailto:careers@nda.org.za">careers@nda.org.za</a>. </p> <p>Correspondence will be limited to shortlisted candidates only. <b>Preference will be given to candidates whose appointment will promote NDA Employment Equity targets.</b></p> <p><b>NB: Use the job reference as a subject line (heading of the email application) e.g. Reference no: 2021HQECS01 for the first position.</b> An email without the reference number as a subject/heading will be <b>disqualified</b>. Please ensure that the reference number is written the same way as in the advert.</p> <p>Failure to submit a detailed CV, fully completed application form and comply with the application instructions above will result in the disqualification of your application.</p> <p><b>For enquiries for the position of Executive: Corporate Services please contact Mr S Mlambo at Tel: 011 018 5632 and for Senior Manager: Human Capital Management, Executive Assistant: Office of the CEO and Administrative Assistant: Company Secretary, please contact Ms Nonhlanhla Zulu at Tel: 011 018 5523.</b></p> <p>Should you not be contacted within two months of the closing date of this advert, please consider your application as unsuccessful. All candidates will be subjected to personnel suitability checks, qualification verification and competency assessment where required. <b>Closing date: 15 February 2021</b></p>	

### UNLOCKING POTENTIAL