

NDA PERMANENT POSITION

The 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 the NDA Head Office (Johannesburg):

Company Secretary

Reference no: 2022COSEC01

Salary offered: R1 451 417, 31 pa (TCOE) Grade 5

Requirements: An LLB qualification or equivalent qualification. Company Secretarial Certificate will be an added advantage. A minimum of 5 years' relevant experience within a public entity or a corporate entity. Extensive Corporate Governance, Compliance, Legislative Framework environment experience. Knowledge of legal and regulatory requirements affecting public entities, corporate governance instruments and guidelines (e.g. KING Reports). Familiarity with system/ process documentation. *See full Profile in www.nda.org.za*

HR Registry & Admin Assistant

Reference no: 2022HRRRAA01

Salary offered: R489 533, 75 pa (TCOE) Grade 10

Requirements: Matric plus 3-year National Diploma in Human Resource/Psychology. Knowledge and experience of record management, knowledge and experience of payroll administration process and computer literacy. Three years' experience in high administrative level and record keeping. Filing and document management. Payroll Administration. *See full Profile in www.nda.org.za*

Application details: Full Job profiles for these positions is available on the NDA website – www.nda.org.za. A detailed Curriculum Vitae (CV), with three references must accompany the application and a fully completed application for employment form obtainable on www.nda.org.za must be emailed to careers@nda.org.za.



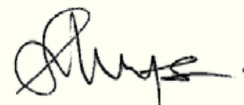
Correspondence will be limited to shortlisted candidates only. Preference will be given to candidates whose appointment will promote NDA Employment Equity targets.

NB: Use the job reference as a subject line (heading of the email application) e.g. Reference no: 2022HRRRAA01 for the HR position and 2022COSEC01 for the second position. An email without the reference number as a subject/heading will be disqualified. Please ensure that the reference number is written the same way as in the advert.

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.

For enquiries regarding these positions, please contact Mr Nonhlanhla Zulu at Tel: 011 018 5632 or 0678394087. 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.

Closing date: 13 September 2022.



Corporate Services Executive
23/08/2022 Approved

UNLOCKING POTENTIAL