

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 position is available at the NDA:

RECEPTIONIST (PERMANENT)

Johannesburg (Head Office)

Reference no: 2022R01

Salary offered: R284 739, 62 pa (TCOE) Grade 13

Requirements: Grade 12 / Matric Certificate, Secretarial Diploma or Equivalent. 2 years of experience in a receptionist environment. See full Profile in www.nda.org.za

Application details: Full Job profile for this position is attached. A detailed Curriculum Vitae (CV), with three references and a fully completed attached application for employment 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: 2022R01 for this 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 Ms. Nonhlanhla Zulu at Tel: 011 018 5523

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: 20 September 2022

UNLOCKING POTENTIAL