

## NDA PERMANENT POSITIONS

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 Johannesburg (Head Office):

### MANAGER: HR ADMINISTRATION

Reference No.: 2022MHRA1 | Salary offered: R991 170.23 per annum (TCOE) Grade 7

**Requirements:** •A Bachelor's degree in Human Resources or Industrial Psychology or equivalent qualification  
•HR Registration with the SABPP will serve as an advantage •At least 5 years experience as a Generalist HR Practitioner •At least 5 years HR experience in the public sector will serve as an added advantage •Minimum of 3 years in a middle management position in HR.

### SPECIALIST: EMPLOYEE RELATIONS

Reference No.: 2022SER1 | Salary offered: R991 170.23 per annum (TCOE) Grade 7

**Requirements:** •A Bachelor's degree in Human Resources or Labour Relations or an equivalent qualification  
•At least 5 years in labour relations management •At least 3 years experience in labour relations in the public sector  
•Extensive experience in collective bargaining, grievance handling and misconduct/consequence management.

### ICT HELPDESK ADMINISTRATOR

Reference No.: 2022ICTHA1 | Salary offered: R383 268.84 per annum (TCOE) Grade 11

**Requirements:** •Grade 12/Matric Certificate and CompTIA A+ certification •Minimum of 2 years IT Helpdesk and technical support •Basic experience in remote customer support.

**See full Profiles on [www.nda.org.za](http://www.nda.org.za)**

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

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

**NB: Use the job reference as a subject line (heading of the email application) e.g. Reference No.: 2022MHRA1 for the first position, 2022SER1 for the second position and 2022ICTHA1 for the third 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, 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.