

NDA PERMANENT POSITIONS

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:

<p>Development Manager: Limpopo Reference no: 2023DML – 01 Salary offered: R858 744, 30 pa (TCOE) Grade 8</p> <p>Requirements: Bachelor 's degree in social sciences or developmental studies. Additional studies in programme and/or project management is an added advantage. At least three (3) years' project management experience in community development environment. Experience working with provincial and local governments, community organisations, as well as working with donors. See full Profile on www.nda.org.za</p>	<p>Development Officer: Free State Reference no: 2023DOFS – 02 Salary offered: R520 707, 65 pa (TCOE) Grade 9*</p> <p>Requirements: Undergraduate qualification in development studies, social work, social sciences or any other relevant field. Additional studies in programme and/or project management would be advantageous. Exposure to community development, social work and facilitation skills is integral for this position. Proficiency in the languages spoken in the district. Drivers licence will be an advantage. See full Profile on www.nda.org.za</p>
<p>Monitoring & Evaluation Officer: Head Office Reference No: 2023M&EO – 03 Salary offered: R520 707,65 p.a. (TCOE) Grade 9*</p> <p>Requirements: Matric plus Bachelor's Degree in any of the following fields: Development, Social Sciences, Natural Sciences or Statistics. Added advantage: An Honors Degree. At least 2 – 3 years' proven experience in monitoring and evaluation or research environment initiatives, methodologies and systems. Knowledge: Monitoring and evaluation methodologies used in conducting M&E functions for development programs. Evaluation or research methodologies including planning, implementing and reporting on evaluations conducted including exposure to conducting impact evaluation. See full Profile on www.nda.org.za</p>	<p>Executive Assistant: COO (Head Office) Reference no: 2023EACOO – 04 Salary offered: R514 010, 44, 75 pa (TCOE) Grade 10</p> <p>Requirements: Grade 12 plus a National Diploma in Administration/ Office Administration. Three years' experience as a Personal Assistant at a senior secretarial level. Experience with reception duties, experience with meeting management. Experience of electronic diary management. A working knowledge of presentation software packages, preferably MS PowerPoint, as well working knowledge of the entire MS Office suite. See full Profile on www.nda.org.za</p>
<p>District Administrator (Sekhukhune) Reference N: 2023DAS – 01 Salary offered: R193 768, 26pa (TCOE) Grade 11*</p> <p>Requirements: Matric plus business or secretarial diploma would be an advantage. Essential experience: At least 2 – 3 years' experience at administrative level, preferably within a development environment. Knowledge: Experience with records management, Experience with meeting management. Familiar with administration policies, systems and procedures. Ability to use relevant software in particular the full MS Office suite. The use of general office equipment. See full Profile on www.nda.org.za</p>	

Application details: Full Job profiles for these positions are 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: 2023DML – 01 for the first 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/ 067 839 4087

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: 14 March 2023