

## 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:

### Company Secretary

Reference no: 2023COSEC1

Salary offered: R1 509 764, 29 pa (TCOE) Grade 5

**Requirements:** A Bachelor's Degree in Law; and Company Secretarial Certificate will be an added advantage. A minimum of 5 years' relevant experience in a role as a Company Secretary within a public entity. Extensive experience in Corporate Governance, Compliance, Legislative Framework environment. Knowledge of legal and regulatory requirements affecting public entities, e.g. corporate governance instruments and guidelines (KING Reports).

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

### Chief Executive Officer

Reference no: 2023CEO1

Salary offered: R2 514 176, 28 pa (TCOE) Grade 3

**Requirements:** Post Graduate Degree (NQF level 9) in Public Administration or Management / Business Management / Policy and Development studies or any other relevant areas; as well as ten (10) years' experience in an executive position in the public or private sector. Sound practical experience in business administration and management. Sound financial management knowledge and processes. Experience in strategic planning and execution. Experience of managing diverse teams. Experience in resource mobilisation and fund raising strategies. Extensive experience in relationship building and stakeholder management. Understanding of political environment and dynamics. Experience in change management. Experience in managing third party funding. Proven track record in successfully turning around an entity or a division.

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

Application details: Full Job profiles for these positions is available on the NDA website – [www.nda.org.za](http://www.nda.org.za). A detailed Curriculum Vitae (CV), with three references and supporting documents (relevant qualifications, ID copy & Driver's licence) must accompany the application and a fully completed application for employment form obtainable on [www.nda.org.za](http://www.nda.org.za) 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 NDA Employment Equity targets.

NB: Use the job reference as a subject line (heading of the email application) e.g. **Reference no: 2023COSEC1** for the 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. Pateka Momoza at Tel: 011 018 5500 / 5632; or Ms. Nonhlanhla Zulu at Tel: 011 018 5500 / 5523 or Cell No: 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: 18 June 2023**

## UNLOCKING POTENTIAL