

## NDA PERMANENT POSITION

The National Development Agency (NDA) 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 NDA hereby invites applicants from suitable qualified professionals to fill the following available positions:

**Office Attendant: KZN**  
Reference no: 2023OAKZN3  
Salary offered: R146 287,35 pa (TCOE) Grade 15\*

**Requirements:** Proven competence in the required areas, grade 12 will add as an advantage. At least 2 years working experience in the provision of cleaning services. Basic office administration skills will be advantageous. Knowledge of domestic/ corporate cleaning procedures essential. Computer literacy is advantageous, Knowledge of photocopying, binding and faxing is advantageous, Knowledge of Microsoft Outlook and Calendar. **See full Profile on [www.nda.org.za](http://www.nda.org.za)**

**Development Officer: Northern Cape (Namakwa District)**  
Reference no: 2023DONC1  
Salary offered: R520 707, 65pa (TCOE) Grade 9\*

**Requirements:** Bachelor's Degree in development and/or social sciences. Additional studies in programme and/or project management would be advantageous. Exposure to community development or social work, and training facilitation. Proficiency in the languages spoken in the district, and valid drivers' licence. **See full Profile 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 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: 2023LOHO2 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 / Cell: 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: 29 May 2023**

## UNLOCKING POTENTIAL