

NDA PERMANENT POSITION

The National Development Agency (NDA) is an agency of government that reports to Parliament through the Department of Social Development. It is a Schedule 3A National Public Entity with a mandate to contribute towards the eradication of poverty and its causes.

The following exciting position is available at the NDA:

Company Secretary

Reference no: 2024COSEC2

Salary offered: R1 609 408,73 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 and 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

Application details: A full job profile for this position is available on the NDA website – www.nda.org.za. A detailed Curriculum Vitae (CV), with three references and supporting documents (relevant qualifications, ID copy & Driver's license) 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: 2024COSEC2** 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. Kobela Matjea at Tel: 011 018 5500 / 5622.**

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.

Issued date: 21 JULY 2024

Closing date: 04 AUGUST 2024

UNLOCKING POTENTIAL