

NDA PERMANENT POSITIONS



The National Development Agency 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 positions are available at the NDA:

- 1. Executive Assistant: CFO** Salary: P10 – R562 616.55 pa (cost to company package)
Reference No: 2026/EACFO/1
Head office – JHB
- 2. Executive Assistant: COO** (Salary: P10 – R562 616.55 pa (cost to company package))
Head office - JHB
Reference No: 2026/EACOO/1

Minimum Requirements:

- Grade 12
- National Diploma (NQF6) in Administration/Office Administration or equivalent

Essential Experience:

Three years' experience at a senior secretarial level. Experience with reception duties. Experience with meeting management. Experienced Personal Assistant at senior management level. Experience of electronic diary management.

- 3. Management Accountant** Salary: P8 – R928 796.37 pa (cost to company package)
Head office - JHB
Reference No: 2026/MA/1

Minimum Requirements:

- Bachelor's Degree (NQF Level 7) in Management Accounting, Cost and Management Accounting, or Financial Accounting with a major in Management Accounting

Essential Experience:

Minimum of 3 years' experience in financial and management accounting, Experience in public sector budgeting and reporting processes advantageous, Experience with computerised accounting systems (e.g. Great Plains, Caseware)

Application process: Interested applicants must apply by completing an **online** NDA application for employment form obtainable on www.nda.org.za under the vacancies section. Upon completing the application form online, please follow the instructions and submit a detailed CV. Qualifications will be requested from shortlisted candidates.

Application steps: (1) Complete in full, an **online** NDA application for employment form which would require that you fill in an email address (2) You will then receive an email requesting that you upload a detailed CV, (3) Reply to the same email to submit a detailed CV, by the closing date. (4) Finally, you will receive an acknowledgement email confirming receipt of application.

NOTE: A separate application form must be completed for each position applied for.

Failure to submit your online application form and not adhering to the application instructions will lead to disqualification of your application.

The full job profiles for these positions and the online application for employment form are available on the NDA website – <https://www.nda.org.za/who-we-are/vacancies>

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

For enquiries regarding these positions, please contact **Ms. Pateka Momoza** on 011 018 5500 / 011 018 5632. All candidates will be subjected to background verification checks.

Issue date: 12 April 2026

Closing date: 26 April 2026



UNLOCKING POTENTIAL

