

## NDA PERMANENT POSITION



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 position is available at NDA:

### COMPANY SECRETARY

Head Office-JHB

Ref: 2019/HO/COSEC/10

Salary offered: R1 335 495.20 pa (TCOE) Grade 5

**Requirements:** An LLB or equivalent Law qualification. A minimum of 5 years relevant experience in practice with a corporate entity. Extensive Corporate Governance, Compliance. Legislative Framework environment experience. Knowledge of legal and regulatory requirements affecting public entities, corporate governance instruments and guidelines (e.g. KING Reports). Familiarity with system/ process documentation. Company Secretarial Certificate will be an added advantage. **See full Profile in [www.nda.org.za](http://www.nda.org.za)**

**Application details:** Full Job profile for this position is available on the NDA website – [www.nda.org.za](http://www.nda.org.za). A detailed Curriculum Vitae (CV), certified copies of qualifications and fully completed application for employment form obtainable on [www.nda.org.za](http://www.nda.org.za) must be sent to [careers@nda.org.za](mailto:careers@nda.org.za). Failure to submit a detailed CV, fully completed application form and certified copies of qualifications will result in your application being disqualified.



Preference will be given to candidates whose appointment will promote NDA Employment Equity targets.

**NB:** This is a re-advertisement and candidates who previously applied **SHOULD** reapply if they wish to do so.

For enquiries regarding this position, please contact Mr Sibusiso Mlambo at Tel: 011 018 5632.

Should you not be contacted within two months of advert closing, please consider your application unsuccessful. As part of the selection process, candidates may be tested on any requirement, skill or competency, which will include pre-employment screening, security vetting and competency assessment. Correspondence will be limited to successful candidates only.

**Closing date: 04 November 2019**

*John 15/10/2019*

## UNLOCKING POTENTIAL

