

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 positions are available at NDA:

<p>Executive: Corporate Services Head Office-JHB Ref: 2020/HO/ECS/01 Salary offered: R1 531 168.46 pa (TCOE) Grade 4</p> <p>Requirements: • An Honour's Degree in Public Administration/Management/Business Administration • At least 8 years' experience of which 5 years must have been in a senior management level. See full Profile in www.nda.org.za</p>	<p>Senior Manager: Stakeholder Relations Head Office-JHB Ref: 2020/HO/SRCEO/02 Salary offered: R1 355 496.24 pa (TCOE) Grade 5</p> <p>Requirements: • Bachelor's degree in Economics/Public Relations and Marketing/Business Management or equivalent. At least 5 years' experience in managerial level of which 3 years must have been in marketing, communications, public relations, stakeholder relations See full Profile in www.nda.org.za</p>	<p>Executive Assistant: CEO Head Office-JHB Ref: 2020/HO/EACEO/03 Salary offered: R461 824.29 pa (TCOE) Grade 10</p> <p>Requirements: Grade 12 plus a National Diploma in Administration/Office Administration. Certificate in Computer Studies. 3 years' experience at Senior Secretarial level. See full Profile in www.nda.org.za</p>
<p>Supply Chain Officer: Finance Head Office – JHB Ref: 2020/HO/SCO/04 Salary offered: R461 824.29 pa (TCOE) Grade 10</p> <p>Requirements: National Diploma /Degree in Finance /Procurement /Supply Chain Management. At least 3 years' experience in Supply Chain environment/similar post. See full Profile in www.nda.org.za</p>	<p>Asset Management Officer: Finance Head Office-JHB Ref: 2020/HO/AMO/05 Salary offered: R742 433.04 pa (TCOE) Grade 9</p> <p>Requirements: National Diploma in Supply Chain Management/ Business Management or Public Administration or equivalent. At least 5 years' experience in asset management environment. See full Profile in www.nda.org.za</p>	<p>Senior Supply Chain Officer: Finance Head Office – JHB Ref: 2020/HO/SSCO/06 Salary offered: R742 433.04 pa (TCOE) Grade 09</p> <p>Requirements: National Diploma /Degree in Finance /Procurement /Supply Chain Management. At least 3 years' experience in Supply Chain environment/similar post. See full Profile in www.nda.org.za</p>

Application details: Full Job profiles for these positions are available on the NDA website – 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 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.** Use the **job reference** as subject line e.g. Ref: 2020/HO/ECS/01 for Executive: Corporate Services.

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 Mr M Mntuyedwa at Tel: 011 018 5500 or Mr S Mlambo at Tel: 011 018 5632

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: 27 July 2020

 09/07/2020

UNLOCKING POTENTIAL