

## 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><b>Database and Website Administrator</b> Head Office-JHB Ref: 2019/HO/DWA/09 Salary offered: R704 395, 68p.a. (CTC) Grade 9</p> <p>Requirements: National Diploma in Information Technology/ Computer Science or Equivalent. Minimum 2 years of experience in Database administration, Web Development, Microsoft Windows Desktop experience, relevant design work experience. See full Profile in <a href="http://www.nda.org.za">www.nda.org.za</a></p>	<p><b>Executive Assistant: COO</b> Head Office – JHB Ref: 2019/HO/EACOO/08 Salary offered: R436 094, 71p.a. (CTC) Grade 10</p> <p>Requirements: Grade 12 plus, National Diploma in Administration, Certificate in Computer Studies, qualification in secretarial and office management or equivalent. Three years' experience at a senior secretarial level, preferably within a development environment. Experience with reception duties and with meeting management. See full Profile in <a href="http://www.nda.org.za">www.nda.org.za</a></p>
<p><b>Administrative Assistant: Company Secretariat</b> Head Office REF: 2019/HO/AACOSEC/07 Salary offered: R341 430, 01p.a. (CTC) Grade 11</p> <p>Requirements: Grade 12 plus, National Diploma in Administration or equivalent, Certificate in Computer Studies. A qualification in secretarial and office management or equivalent. Experience in administration or secretarial work including Dictaphone typing (80wpm). Experience in a company secretariat environment is desirable. Experience with meeting management. Basic experience on travel co-ordination and events management. Proficiency in filing and maintaining filing system and records. See full Profile in <a href="http://www.nda.org.za">www.nda.org.za</a></p>	<p><b>Office Attendant</b> Head Office REF: 2019/HO/OA/05 Salary offered: R120 087, 44.a. (CTC) Grade 15</p> <p>Requirements: Grade 10 with Grade 12 as added advantage. Proven competence in the required areas). At least 2 years working experience in the provision of cleaning services. Knowledge of domestic/ corporate cleaning procedures essential. Computer literacy is advantageous. See full Profile in <a href="http://www.nda.org.za">www.nda.org.za</a></p>

**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), 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.

For enquiries regarding these positions, please contact Ms Nonhlanhla Zulu at Tel: 011 018 5523 and 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

