

## 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:

### Administrative Assistant

Chris Hani District

REF: 2019/EC/AACH/11

Salary offered: R164 396, 10 p.a. (CTC)

**Requirements:** Grade 12. Business or Secretarial Diploma would be an added advantage. At least 2 to 3 years working experience at administrative level, preferable within a development environment. Experience with records and meeting management. See full Profile in [www.nda.org.za](http://www.nda.org.za)

### Office Attendant

Chris Hani District

REF: 2019/EC/OACH/12

Salary offered: R120 087, 44 p.a. (CTC)

**Requirements:** Grade 10 and Grade 12 will be an added advantage. At least 2 years working experience in the provision of cleaning services. Knowledge of domestic/ corporate cleaning procedures essential. Computer literacy is advantageous. Ability to work independently within framework of general instructions. Good communications skills – verbal & written. See full Profile in [www.nda.org.za](http://www.nda.org.za)

**Application details:** Full Job profile 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. Kindly write the name of the position that you are applying for as the subject of your email application.



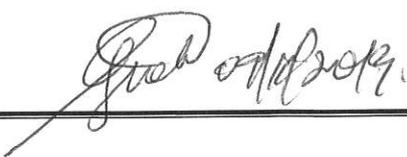
Preference will be given to candidates whose appointment will promote NDA Employment Equity targets.

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

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 shortlisted candidates only.

**Closing date: 30 December 2019**



UNLOCKING POTENTIAL