

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>Legal Officer: Legal Services Head Office-JHB Reference no: 2020HQLS7 Salary offered: R951 219.04 (TCOE) Grade 7</p> <p>Requirements: • LLB/B Proc Degree and admitted attorney. • At least 5 years' legal experience in a public organisation or institution. See full Profile in www.nda.org.za</p>	<p>Specialist: Employee Relations Head Office-JHB Reference no: 2020HQSER8 Salary offered: R951 219.04 pa (TCOE) Grade 7</p> <p>Requirements: • Bachelor's degree in Human Resources or Labour Relations or an equivalent qualification. At least 5 years in labour relations management of which 3 years should be experience in the public sector. See full Profile in www.nda.org.za</p>	<p>Development Manager Limpopo Provincial Office Reference no: 2020LPDM9 Salary offered: R788 263.68 pa (TCOE) Grade 8</p> <p>Requirements: Bachelor's degree in social sciences or developmental studies. At least 3 years project management within the community development environment. See full Profile in www.nda.org.za</p>
<p>Development Manager Western Cape Provincial Office Reference no : 2020WCPDM10</p> <p>Salary offered: R788 263.68 pa (TCOE) Grade 8</p> <p>Requirements: Bachelor's degree in social sciences or developmental studies. At least 3 years project management within the community development environment. See full Profile in www.nda.org.za</p>	<p>Administrative Assistant: CEO's office Head Office – JHB Reference no: 2020HQAAOCEO11</p> <p>Salary offered: R361 574.38 pa (TCOE) Grade 11</p> <p>Requirements: Matric plus National Diploma in Administration. Minimum 2 years in general administration and customer service See full Profile in www.nda.org.za</p>	<p>Administrative Assistant: Internal Audit Head Office – JHB Reference no: 2020HQAAIA12</p> <p>Salary offered: R361 574.38 pa (TCOE) Grade 11</p> <p>Requirements: Matric plus National Diploma in Administration. Minimum 2 years in general administration and customer service 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.**

NB: Use the job reference as a subject line (heading of the email application) e.g. Reference no: 2020HQLS07 for the first position. An email without the reference number as a subject/heading will be disqualified. Please ensure that the reference number is written the same way as in the advert.

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: 12 October 2020

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