

# 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 the NDA:*

**Executive Assistant: COO • Reference no: 2022EACOO1**

**Salary offered: R489 533, 75 pa (TCOE) Grade 10**

**Requirements:** Grade 12 plus a National Diploma in Administration/Office Administration or equivalent. Certificate in Computer studies will be an added advantage. Three years' experience at a senior secretarial level. Experience with meeting management. Experienced Personal Assistant at senior management level. Experience of electronic diary management. **See full Profile in [www.nda.org.za](http://www.nda.org.za)**

**Administrative Assistant: PMU • Reference no: 2022AAPMU1**

**Salary offered: R383 268, 84 pa (TCOE) Grade 11**

**Requirements:** Matric/ Grade 12 plus, National Diploma in Office Administration. Minimum 2 years in general administration and customer service. Basic Office Administration and Management. **See full Profile in [www.nda.org.za](http://www.nda.org.za)**

**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), with three references and a fully completed employment application form, obtainable on [www.nda.org.za](http://www.nda.org.za) must be emailed to [careers@nda.org.za](mailto:careers@nda.org.za)



Correspondence will be limited to shortlisted candidates only. **Preference will be given to candidates whose appointment will promote the NDA Employment Equity targets.**

**NB: Use the job reference as a subject line (heading of the email application) Reference no:2022EACOO1 for the first position and the second position Reference no:2022AAPMU1.**

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 Ms Nonhlanhla Zulu at Tel: 011 018 5523 or Mr Sisanda Nompumza at Tel: 011 018 5622.**

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: 25 May 2022.**



social development

Department:  
Social Development  
REPUBLIC OF SOUTH AFRICA

**UNLOCKING POTENTIAL**

