

Address of Registered Office:

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Website : www.ntinga.org.za

External Advertisement: Ref No: HRM/01/2021

Ntinga O.R. Tambo Development Agency SOC Ltd, an Entity of O.R. Tambo District Municipality, is looking for suitably qualified and experienced candidate to fill the following positions:

1. BOARD SECRETARY

Salary Scale- Grade C3 Paterson Grading System

- Supporting the COSEC in the effective and efficient provision of secretariat services to the Board and Committees
- Maintain yearly calendar of all meetings and events associated with the Office of the Company Secretary/ Legal and Compliance
- Assist the Company Secretary with arranging for and undertaking logistics for Board and Committee meetings
- Draft corporate documents, reports, written resolutions, and director consents and declarations;
- Communicating directly, on behalf of the Company Secretary with the Board, Committee members and others.
- Appropriately handling correspondence and documentation for the secretariat including financial reports and documentation of sensitive or confidential nature
- Ensure that CIPC and all other statutory filing records are updated as and when necessary.
- Ensure that governance documents such as Board Charter, Committee Terms of Reference etc are adhered to and are reviewed regularly.
- Ensure proper and timely payment of fees for Non-executive Directors and Committee members.
- Assist with maintaining records on all legal matters of the entity, including follow-up with External Attorneys and the overall management of litigation
- Contribute to establishing, implementing and maintaining a risk-based compliance monitoring plan

Post Requirements & Experience :

- An appropriate Bachelor's Degree in Law;
- A governance or company secretarial qualification or certificate with the Chartered Governance Institute of SA (CGISA) will be a strong recommendation;
- Completion of Articles is highly recommended;
- 2-3 years' experience performing administrative/ secretarial work in a company secretarial/governance/ legal environment

Special skills, mental or personality requirements:

- Must be able to demonstrate Intellectual, Emotional, Physical skills and abilities

Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016 272582/30)
Directors: Mr. S.E. Mase (Chairperson); Prof. L.Y. Majova-Songca; Ms. U.N. Mkize; Mr. M. Msiwa; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;
Ms. N.D.A. Ngewu; Mr. M.M. Pipuma; Mr. P.K. Pongwana (CEO)
Company Secretary: Ms. C. Mfana

- Must be able to work in a timeline driven environment and be able to meet daily, weekly, monthly and annual targets and deliverables

2. FOREMAN

Salary Scale- Grade C3 Paterson Grading System

Key Performance Areas

- Repairs and Maintenance of water schemes
- Meeting stakeholders and registering of rural water consumers
- Revenue collection
- Management and supervision of Artisans and staff.
- Planning operations maintenance of water schemes and budgeting
- Conducting assessments of rural water schemes
- Commissioning of completed breakdowns and projects.
- Report writing
- By law enforcement
- Meeting stakeholders, Councillors, Traditional Leaders, and customers.

Post Requirements & Experience

- Trade Tested Artisan (NQF Level 4)
- Code EB Driving Licence
- 3-Years' experience supervisory experience in a technical environment.

Competencies

- Knowledge of the Electro/Mechanical repairs and maintenance
- Knowledge of water sampling techniques and practices, water sterilization, and reclaimed water technology.
- Knowledge of the occupational hazards and safety precautions required of the work.
- Knowledge of the principles of plumbing and water hydraulics as related to the work and of various types of tapping procedures and required equipment.
- Knowledge of the Water Services Act, Act 108 of 1997.

Please forward your application – covering letter, CV, certified copies of Identity Document, qualifications and driver's license to: **The HR Officer** -Ntinga O.R. Tambo Development Agency P.O. Box 1134 Mthatha, 5099.

If you do not hear from us within 30 days after the closing date, you may regard your application as unsuccessful.

Enquiries can be directed to Ms O. Gangata at 047 495 0522.

Closing date: 29th January 2021

Yours faithfully


L.MBIKO - ACTING CHIEF EXECUTIVE OFFICER