

**Address of Registered Office:**

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No.5 Textile Road  
Vulindlela Heights  
Mthatha  
5100

**Postal Address:**  
P.O Box 1134  
Mthatha, 5100



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Website : [www.ntinga.org.za](http://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. J.Y. Majova-Songca; Ms. U.N. Mkize; Mr. M. Msivu; Dr. I.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudume;  
Ms. N.D.A. Ngevuu; Mr. M.M. Pupuma; 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.

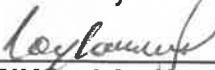
Please forward your application – covering letter, CV, certified copies of Identity Document, qualifications and driver's license to: **The HR Officer -Ntinga O.R. Tambo Development Agency P.O. Box 1134 Mthatha, 5099.**

**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: 29<sup>th</sup> January 2021**

Yours faithfully

  
**L.MBIKO - ACTING CHIEF EXECUTIVE OFFICER**