

Address of Registered Office:

Old Government Printers
No.5 Textile Road
Vulindlela Heights
Mthatha
5100

Postal Address:

P.O Box 1134
Mthatha, 5100



Tel : +27 (0) 47 531 0346

Fax: +27 (0)47 531 4121

E-Mail : info@ntinga.org.za

Website : www.ntinga.org.za

VACANCIES

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

looking for suitably qualified and experienced candidates to fill the following positions:

- 1. PROJECT MANAGER X1
(12 MONTHS' CONTRACT)
SALARY SCALE- GRADE D2 PATERSON GRADING SYSTEM (602 094.00)**
- 2. SENIOR PROJECT ACCOUNTANT
(12 MONTHS CONTRACT)
SALARY SCALE – GRADE C5 PATERSON GRADING SYSTEM (R423 092.00)**
- 3. PROJECTS ADMINISTRATOR
(12 MONTHS' CONTRACT)
SALARY SCALE – GRADE B3 PATERSON GRADING SYSTEM (R189 291.00)**
- 4. ICT & COMPUTER SUPPORT SPECIALIST
(12 MONTHS' CONTRACT)
SALARY SCALE – GRADE C3 PATERSON GRADING SYSTEM (R355 277.00)**
- 5. MARKETING AND LOGISTICS OFFICER
(12 MONTHS' CONTRACT)
SALARY SCALE – GRADE C2 PATERSON GRADING SYSTEM (R324 918.00)**

For further details on the advert visit our website at www.ntinga.org.za

Enquiries: Ms T. Mkolwana/ Ms O. Gangata: Tel:047 4950549/0522 or recruitment@ntinga.org.za

Closing date: 24 May 2022 at 16h00.



MR L. MBIKO

CHIEF EXECUTIVE OFFICER

DATE: 05/05/2022

Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)

Directors: Ms. U.N. Mtize; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndhudane;

Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr L. Mbiiko (CEO)

Company Secretary: Ms. S. Ndondlwana

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EXTERNAL ADVERTISEMENT: REF NO: HRM/05/2022

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

**1. PROJECT MANAGER X1
(12 MONTHS CONTRACT)**

SALARY SCALE- GRADE D2 PATERSON GRADING SYSTEM (R602 094.00)

KEY PERFORMANCE AREAS

- Coordinate, and implement project strategies, objectives, plans and create project management calendar to ensure that projects operate efficiently;
- Determine project requirements and establish project plans with target dates and list of responsibilities;
- Manage and implement best practices, standards, methodologies and set tools for project execution and management;
- Execute projects according to approved project plans and budgets;
- Manage and implement the set budget allocations and cash-flows to ensure financial accountability;
- Ensure that the project deliverables are on time and at the required level of quality;
- Manage assigned project staff and workstreams;
- Ensure proper project document management including collection of all project documentation (business, plans, implementation plans, memoranda, correspondence, agendas, attendance, minutes, steering committee terms of reference, reports, photographs, job cards, including risk registers, schedules, incident logs etc.);
- Produce Portfolio of evidence required at any period and point of a project cycle;
- Accepting responsibility over added responsibilities assigned by Manager: PMO against company policies.

POST REQUIREMENTS

- Matric/STD 10 plus National Diploma or Bachelor's degree in Project Management/Quality Management or equivalent.
- Computer Literacy Certificate.
- At least three (3) years' experience as a Co-Ordinator of more than one project.
- Proven knowledge of MS Project.
- A valid South African driver's license.

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Directors: Ms. U.N. Mkize; Dr. L.L. Ndabeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane;

Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr L. Mbiko (CEO)

Company Secretary: Ms. S. Ndlondlwana

**2. PROJECT ACCOUNTANT
(12 MONTHS CONTRACT)**

SALARY SCALE- GRADE C5 PATERSON GRADING SYSTEM (R423 092.00)

KEY PERFORMANCE AREAS

- Collate different business plans into a consolidated project budget;
- Develop project procurement plans and cash-flow projections;
- Recommending for approval by CFO, procurement requisitions against approved budgets, procurement plans;
- Prepare monthly billing reports.
- Generating invoices in accordance with company policy for approval by CFO;
- Generating financial reports in accordance with company policy for approval by CFO;
- Submitting approved invoices and financial reports to internal and external stakeholders in accordance with company policy set norm, standards, and protocols;
- Report to the PMO and Project Manager on queries raised by internal and external stakeholders;
- Follow-up settlement of submitted invoices and promptly raise any red flags regarding delays Manager: PMO and Project Manager;
- Ensure management of all project-relevant documentation and submit copies of the same for filing by the Project Administrator.

POST REQUIREMENTS

- Matric plus Bachelor's degree in Finance or equivalent.
- Proven knowledge of Financial Information Systems.
- Experience in working with SAGE Evolution will be an added advantage.
- At least three (3) years as a Coordinator of more than one projects.
- A valid South African driver's license is a pre-requisite.

**3. PROJECTS ADMINISTRATOR
(12 MONTHS' CONTRACT)**

SALARY SCALE – GRADE B3 PATERSON GRADING SYSTEM (R189 291.00)

KEY PERFORMANCE AREAS

- Receive, record, and convey PMO messages destined to internal and external stakeholders;
- Receive, record, and convey messages from internal and external stakeholders destined to PMO personnel and support staff;
- Develop memoranda and correspondence from PMO for signature by Manager: PMO to internal and external stakeholders;
- Prepare for and convene meetings, workshops and conferences approved by Manager: PMO in line with company policy;
- Ensure recording of minutes and matters arising registers for all project related meetings;
- Assist with planning travelling logistics for Manager: PMO;
- Inspect and recommend for approval by Project Accountant all travelling requisitions by PMO staff;

- Inspect and recommend for approval of all claims submitted by PMO staff;
- Establish and maintain PMO - based manual and electronic filing system;
- Ensure collection of all project documentation (business, plans, implementation plans, memoranda, correspondence, agendas, attendance, minutes, steering committee terms of reference, reports, photographs, job cards, including risk registers, schedules, incident logs, etc.) and submit copies of the same for filing by the project administrator.

POST REQUIREMENTS

- Matric plus National Diploma in Public Relations Management/or equivalent.
- End-user Computing skills.
- At least two (2) years' experience as an Administrator in a Project management environment of more than one projects.

4. ICT & COMPUTER SUPPORT SPECIALIST (12 MONTHS' CONTRACT)

SALARY SCALE – GRADE C3 PATERSON GRADING SYSTEM (R355 277.00)

KEY PERFORMANCE AREAS

- Leading the Systems development life cycle (SDLC) of a new development from start to end;
- Leads business analysis initiatives and service improvement reviews across the business for Revenue and Billing departments;
- Responsible for the development and maintenance of business process analysis methodologies, standards, frameworks and templates;
- Facilitate and lead business process re-engineering initiatives;
- Design and implementation of new or modified business processes and organizational structures which deliver a more efficient business, while maintaining and improving customer service delivery for Revenue and Billing departments;
- Lead the requirements gathering activities, perform gap analysis, manage requirements traceability and lead small technology projects;
- Working with management and staff to implement best practices and to ensure process objectives are met so the intended benefits are realized;
- A bridge between the business and the technologists in the support of projects delivery and improving business operational effectiveness and efficiency;
- Business Objects experience (reports, dash-boarding, calculations);

POST REQUIREMENTS

- Matric plus National Diploma or bachelor's degree in Information Technology/ Computer Science or equivalent.
- Business Systems Analyst Certificate.
- IT Management qualification / GIS an added advantage.
- At least three (3) years' experience as a Coordinator of more than one project.
- Five (5) years exposure in the public sector preferably in the Local Government sphere.
- A valid South African driver's license is a pre-requisite.

**5. MARKETING AND LOGISTICS OFFICER
(12 MONTHS' CONTRACT)**

SALARY SCALE – GRADE C2 PATERSON GRADING SYSTEM (R324 918.00)

KEY PERFORMANCE AREAS

- Assess local and international marketing opportunities for eligible commodities;
- Negotiate tailor-made and secure signed take-off agreements market players including market agents, retail stores, hotels and restaurants, hawkers, individual consumers, government institutions with food buying capacity, food processors, and food waste buyers;
- Facilitate establishment of new marketing channels stalls, open market days, and innovative food processors amongst youth;
- Assist producers towards meeting deadlines and supply standards and quantity levels
- Facilitate marketing-based logistical support for eligible producers and commodities
- Facilitate required processing and packaging of commodities in demand per directives of the market
- Conduct on-going monitoring and evaluation of production supply and demand management and conduct regular customer satisfaction surveys
- Produce monthly reports

POST REQUIREMENTS

- Marketing Diploma or equivalent.
- End-user Computing Skills.
- Marketing Communication skills/abilities.
- At least two (2) years relevant experience in the field.

Please forward your application letter, CV, certified ID copy and certified copies of qualifications of **not older than three months and driver's license to: The Human Capital Manager - Ntinga O.R. Tambo Development Agency P.O. Box 1134 Mthatha, 5099, or hand deliver to No 5 Textile Road, Ntinga OR Tambo Development Agency, Southernwood Mthatha 5099(popularly known as OR Tambo Hall).**

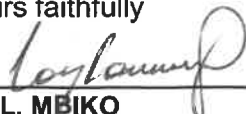
Ntinga O.R. Tambo Development Agency, SOC Ltd is an equal opportunity employer, people with disabilities and women are encouraged to apply. The Board reserves the right not to continue with the interviews and appointment if it feels no suitable candidate could be found

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/Ms T. Mkolwana at 047 495 0522/0549.

Closing date: 24 May 2022 at 16h00.

Yours faithfully



**MR L. MBIKO
CHIEF EXECUTIVE OFFICER
DATE: 05/05/2022**