

Address of Registered office:
Old Government Printers
No. 5 Textile Road
Vulindlela Heights
Mthatha
5099

Postal Address
P.O. Box 1134
Mthatha, 5099



Tel : +27(0) 47 531 0346
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Email : info@ntinga.org.za

Website : www.ntinga.org.za

External Advertisement: Ref No: HRM/01/2023

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 position:

- 1. HEAD: CORPORATE SERVICES
PERMANENT - PERFORMANCE BASED CONTRACT
LOCATION: MTHATHA
SALARY: GRADE E1 (PATERSON GRADING SYSTEM)**

KEY PERFORMANCE AREAS

- Research, develop and manage strategies, policies, and procedure for Human Resource function.
- Develop and manage Human Resource Plan and Human Resource strategies.
- Manage annual operating and capital budgets.
- Manage and control organizational designs and Organizational Structure.
- Manage the development and execution of learning and development strategy to achieve strategic objective.
- Oversee wellness programs and activities designed to improve employee health and well-being.
- Manage the Employer /Employee relations for harmonious productive relations.
- Oversee the performance of direct reports including establishment of key performance indicators and work plan designed to achieve the prime objective and responsibilities of the Corporate Service function.
- Oversee the management of Fleet Administration, documents, and Records Management.
- Oversee the provision and management of Information and Communication Technology.

Minimum Requirements:

- At least NQF L7 in Public Administration or equivalent.
- NQF L8 relevant qualification will be an added advantage.
- Registration with relevant Professional Body.
- Good Computer Literacy in Microsoft office (Word, Excel & Power point).
- Certificate in Municipal Finance Management Programme (MFMP or CPMD) will be an added advantage. A successful candidate will be required to attain it within 18 months after employment.
- Valid code 08 Driving License.

Desired Experience

- Minimum of seven years (7) relevant experience at Senior and Middle Management level, of which at least two (2) years must be at senior management level.
- Proven knowledge of Local Government Legislation and prescripts.
- Appropriate understanding of Labour Relations Act and other related prescripts

The successful candidate will be required to sign an employment contract, performance agreement and disclosure of financial interest. The candidate will also be subjected to background checks/screening as well as competency assessments.

Please forward your application letter, CV, certified ID copy, valid driver's license and certified copies of qualifications of **not older than three months**: The Office of the Chief Executive Officer - Ntinga O.R. Tambo Development Agency P.O. Box 1134 Mthatha, 5099 alternatively email to: ceo@ntinga.org.za

2. BOARD SECRETARY LOCATION: MTHATHA

Salary Scale- Grade C4 Paterson Grading System **(R389 184.00)**

- Send, receive and distribute mail, and packages for the Office of the Company Secretary/Legal and Compliance;
- Maintain yearly calendar of all meetings and events associated with the Office of the Company Secretary/ Legal and Compliance;
- Prepare all information necessary for meetings or communications; preparation of binders and quarterly reports for the Board and the Management Team.
- Assist the Company Secretary with arranging for, undertaking logistics and recording minutes during Board and Committees' meetings.
- Assist in litigation management on behalf of the Entity
- Draft and review legal agreements and other documents as required from time to time; and
- Conduct legal research and other projects when required; and
- Legal compliance management and reporting.

Post Requirements & Experience:

- An appropriate bachelor's degree in Law;
- A governance certification, or company secretarial experience will be a strong recommendation.
- 2-3 years' post admission experience performing governance /company secretarial work (ideally) in a corporate or legal environment.

Special skills, mental or personality requirements

- Must be able to demonstrate Intellectual, emotional, physical skills and abilities
- Must be able to work timeline driven environment and be able to meet daily, weekly, monthly and annual targets and deliverables

Please forward your application letter, CV, certified ID copy, valid driver's license and certified copies of qualifications of **not older than three months**: The Human Capital Manager- Ntinga O.R. Tambo Development Agency P.O. Box 1134 Mthatha, 5099 alternatively **email to:** recruitment@ntinga.org.za

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 Entity 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 90 days after the closing date, you may regard your application as unsuccessful.

The successful candidate will be subjected to background checks/screening.

Enquiries can be directed to Ms T. Mkolwana at 047 495 0549

Closing date: 6th February 2023 at 16h00

Yours faithfully



MR L. MBIKO
CHIEF EXECUTIVE OFFICER
Date: