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
fax : +27(0) 47 531 4121

Email : Info@ntinga.org.za
Website : www.ntinga.org.za

External Advertisement Ref No: HRM/10/2026

Ntinga O.R. Tambo Development Agency SOC (Ltd), a municipal entity wholly owned by the O.R. Tambo District Municipality, invites applications from suitably qualified and experienced individuals to fill the following position.

1**. COMPANY SECRETARY / LEGAL & COMPLIANCE ADVISOR**
PERMANENT POSITION
LOCATION: MTHATHA
TOTAL REMUNERATION PACKAGE: R1 793 446 (in line with Gazette No. 55150 of 05 August 2026 on upper limits of senior management remuneration)

Minimum Requirements:

- Matric Certificate + Legal Degree at NQF L7;
- Postgraduate qualification (NQF L8) in Legal Degree will be an added advantage;
- Certificate in Governance or registration with the relevant recognized body for Chartered Secretaries;
- 5 - 7 year's work-related experience in middle and senior management levels, of which at least 2 years must be in senior / executive management level;
- Knowledge of legislation and regulations related to Municipal Finance Management Act, Local Government, Municipal Systems Act, Companies Act, Knowledge of King IV Code of Good Governance and other relevant statutes;

- Certificate in Municipal Finance Management Programme (MFMP). A successful candidate who has not attained the required minimum competency level in the Unit Standards prescribed for Senior Managers will be afforded an opportunity to attain such competency within 18 months from the date of employment. Failure to obtain this within the prescribed period may and can lead to termination of the contract.
- A valid code B/EB South African driver's license.
- Confirmation that the candidate does not hold political office, as required by Section 56A of the Municipal Systems Act.

Competency Skills & Attributes

Leading Competencies

- Strategic Leadership
- Governance and Ethical Leadership
- People Management
- Programme and Project Management
- Financial Management
- Change Leadership

Moral Competencies

- Moral Competency
- Planning and Organising
- Analysis and Innovation
- Knowledge and Information Management
- Communication
- Results and Quality Focus

Key Performance Areas

The Company Secretary will be responsible for:

- Making the directors aware of any law relevant to or affecting the Entity;

- Providing the directors of the company collectively and individually with guidance as to their duties, responsibility and powers;
- Reporting to the Entity's board any failure on the part of company or a director to comply with the Memorandum of Incorporation or rules of the company or the Companies Act (the Act);
- Develop and ensure implementation of secretariat policies and procedures;
- Ensure the accurate recording, maintenance, and safekeeping of minutes for Shareholder, Board and Board Committee meetings;
- Monitor the implementation of Board Resolutions & legal compliance and keep the Board informed on the status;
- Certify Entity's annual financial statements whether the company has filed required returns and notices in terms of the Act, and whether all such returns and notices appear to be true, correct and up to date;
- Ensure compliance with corporate governance requirements, applicable legislation, and regulatory frameworks;
- Provide effective Company Secretariat and governance support services to the Board and its Committees;
- Ensure compliance with approved Board & Committee Charters and governance policies;
- Coordinate the preparation and distribution of Annual Financial Statements and statutory reports;
- Provide legal advisory services and support to the Entity;
- Draft, review, and vet contracts, agreements and other legal documents;
- Manage litigation matters and coordinate legal proceedings on behalf of the Entity; and
- Monitor legal and governance risks and ensure the Entity's interests are adequately protected.

Shortlisted candidates will undergo competency assessments in line with GN21 Regulations.

Conditions of employment

The successful candidate will be required to:

- Sign an employment contract.

- Enter into a performance agreement within two months appointment.
- Disclose financial interests and benefits in line with GN 21 Regulations.

The candidate will be subject to comprehensive vetting, including security screening, verification of financial standing, qualification authentication, and assessment of social media conduct, in accordance with applicable laws, regulations, and organizational policies.

Applications must be emailed to: companysecretary@ntinga.org.za OR hand-delivered to:
No 5 Textile Road, Ntinga OR Tambo Development Agency, Office No. A13, Southernwood, Mthatha 5099 (popularly known as O.R. Tambo Hall).

2. **CHIEF FINANCIAL OFFICER**
PERMANENT POSITION
LOCATION: MTHATHA
TOTAL REMUNERATION PACKAGE: R1 793 446.00 (in line with Gazette No. 55150 of 05 August 2026 on upper limits of senior management remuneration)

Minimum Requirements:

- Matric Certificate + NQF L7 in the field of Accounting, Finance, Economics or relevant qualification;
- Postgraduate qualification (NQF L8) in the field of Accounting, Finance, Economics or related field will be an added advantage;
- Completed Articles with SAICA / ACCA / SAIPA / CA (SA);
- 5 - 7 years' work-related experience in middle and senior management levels, of which at least 2 years must be in senior / executive management level;
- Knowledge of legislation and regulations related to compliance, Municipal Finance Management Act (MFMA), Municipal Systems Act (MSA), Companies Act 71 of 2008 and other relevant statutes;
- Certificate in Municipal Finance Management Programme (MFMP). A successful candidate who has not attained the required minimum competency level in the Unit Standards prescribed for Senior Managers will be afforded an opportunity to attain such

competency within 18 months from the date of employment. Failure to obtain this within the prescribed period may and can lead to termination of the contract.

- A valid code B/EB South African driver's license.
- Confirmation that the candidate does not hold political office, as required by Section 71B (2) of the Municipal Systems Act as amended.

Competency Skills & Attributes

Leading Competencies

- Strategic Leadership
- Governance and Ethical Leadership
- People Management
- Programme and Project Management
- Financial Management
- Change Leadership

Moral Competencies

- Moral Competency
- Planning and Organising
- Analysis and Innovation
- Knowledge and Information Management
- Communication
- Results and Quality Focus

Key Performance Areas

The Chief Financial Officer will be responsible for:

- Provide strategic direction for the Entity's financial planning and budgeting processes, ensuring alignment with the Strategic Plan, Medium-Term Expenditure Framework (MTEF), Municipal Finance Management Act (MFMA) and applicable Treasury Regulations;

- Protect the Entity's assets, ensure compliance with applicable financial legislation and regulations, oversee the accurate and timely financial year-end closure process and effectively communicate financial value, risks, and key issues to the CEO.
- Ensure the provision of an effective financial management service by implementing and maintaining an effective financial management service, inclusive of policies, procedures, standards, practices and an effective accounting service within the Entity;
- Guide the effective and efficient preparation, management, and monitoring of the Entity's budget and revenue to ensure financial sustainability and optimal resource utilization;
- Regulating and maintaining cash flows and the short-, medium- and long-term viability of the Entity's operations;
- Lead and manage budgeting, financial planning, forecasting, and reporting processes.
- Direct and guide financial projects;
- Overseeing supply chain management, revenue management, expenditure control, and asset management;
- Managing annual financial statements and coordinating audit process; and
- Guide, establish and maintain appropriate stakeholder relations.

Shortlisted candidates will undergo competency assessments in line with GN21 Regulations.

Conditions of employment

The successful candidate will be required to:

- Sign an employment contract.
- Enter into a performance agreement within two months appointment.
- Disclose financial interests and benefits in line with GN 21 Regulations.

The candidate will be subject to comprehensive vetting, including security screening, verification of financial standing, qualification authentication, and assessment of social media conduct, in accordance with applicable laws, regulations, and organizational policies.

Applications must be emailed to: cfoapplications@ntinga.org.za OR hand-delivered to:
No 5 Textile Road, Ntinga OR Tambo Development Agency, Office No. A13, Southernwood, Mthatha 5099 (popularly known as O.R. Tambo Hall).

3. **MANAGER: INFORMATION & COMMUNICATION TECHNOLOGY**

PERMANENT POSITION

LOCATION: MTHATHA

TOTAL REMUNERATION PACKAGE: R800 805. 24

Minimum Requirements:

- Matric / Grade 12 / NQF Level 4.
- Relevant professional ICT qualification at NQF level 6.
- Relevant professional ICT qualification at NQF level 7 will be an added advantage.
- Eight (8) years' relevant experience required, of which 3 years must be at a junior management level.
- A valid South African B/EB driver's license.

Special skills required:

Strong knowledge of:

- Microsoft Windows Server environments o Active Directory and Microsoft 365.
- Networking technologies (TCP/IP, DNS, DHCP, VPNs).
- Firewalls and cybersecurity solutions.
- Cloud platforms such as Microsoft Azure or AWS.
- Virtualization technologies (VMware, Hyper-V).
- Backup and disaster recovery solutions.

Competencies and Attributes

- Excellent analytical and problem-solving skills.
- Strong communication and interpersonal abilities.
- Ability to manage multiple priorities and meet deadlines.
- High level of integrity and confidentiality.
- Strong customer service orientation.
- Ability to work independently and collaboratively within a team.
- Adaptability and willingness to learn emerging technologies.

Duties:

ICT Infrastructure Management

- Install, configure, maintain, and upgrade servers, desktops, laptops, printers, and any other ICT equipment.
- Manage and monitor network infrastructure, including LAN, WAN, wireless networks, VPNs, routers, switches, and firewalls.
- Ensure optimal performance, reliability, and availability of ICT systems.
- Conduct regular system maintenance, updates, and patch management.
- Assist in the development and maintenance of a disaster recovery plan for all information systems within the Entity.

Systems Administration

- Recommend to the management, develop, administer ICT policies and procedures to support the short & long-term information technology, especially in the service delivery spectrum needs of the Entity.
- Develop and implement new systems and processes centered on service delivery frameworks.
- In consultation with the Head of Corporate Services, take responsibility for ICT hardware, software and maintenance, procurement including software licensing.
- Manage Active Directory, Group Policies, DNS, DHCP, and user authentication systems.
- Monitor system performance and troubleshoot technical issues.
- Maintain cloud-based services and applications, including Microsoft 365 and Azure environments where applicable.

User Support and Helpdesk Services

- Provide first- and second-level technical support to staff.
- Diagnose and resolve hardware, software, network, and application-related issues.
- Manage users with ICT equipment setup, configuration, and troubleshooting.
- Maintain helpdesk records and ensure timely resolution of support requests.

Cybersecurity and Risk Management

- Implement and maintain cybersecurity controls and best practices.
- Monitor systems for security threats and vulnerabilities.
- Manage antivirus, endpoint protection, firewall, and intrusion detection systems.
- Conduct security awareness training and support compliance initiatives.
- Manage incident response and recovery activities.

Data Management and Business Continuity

- Develop and maintain backup and disaster recovery procedures.
- Monitor data integrity and ensure regular backups are completed successfully.
- Support business continuity planning and testing activities.

ICT Projects and Innovation

- Participate in ICT projects, including system implementations, upgrades, and migrations.
- Research and recommend new technologies to improve operational efficiency.
- Support digital transformation and automation initiatives.
- Collaborate with internal departments and external service providers.

ICT Governance

Documentation and Compliance

- Maintain accurate ICT documentation, including system configurations, procedures, and asset registers.
- Ensure compliance with organizational policies, ICT standards, and regulatory requirements.
  Prepare technical reports and recommendations for management.

Staff Management

- Manage the ICT section, including leave.
- Develop workplan of the ICT section.
- Ensure staff performance management in the section.

4. **HYGIENE & OPERATIONS OFFICER**
POST TYPE: PERMANENT
GRADE C5 (PATERSON GRADING SYTEM)
LOCATION: MTHATHA
TOTAL REMUNERATION PACKAGE PER ANNUM : R520 400.90

Minimum Requirements :

- Matric / Grade 12 or NQF Level 4.
- National Diploma / Degree (NQF Level 6 / 7) in Food Science Microbiology or Environmental Health or relevant field.
- 2-5 years relevant experience.
- A valid code B/EB South African driver's license.

Special skills:

- Certification in food safety, hygiene management or related areas is desirable.
- Strong understanding of hygiene principles, practices and regulations.
- Excellent communications skills.
- Detail-oriented with strong organizational and problem-solving abilities.
- Ability to work independently and collaboratively in a dynamic environment, prioritizing tasks effectively to meet deadlines.

Key Performance Areas

- Develop and implement comprehensive hygiene policies and procedures specific to meat industry, ensure compliance and adherence to HACCP, Meat Safety Act, hygiene regulations, and animal welfare standards thereof.
- Maintain and enforce agreed standards for each until by conducting and managing monthly audits including periodic reviews of Hygiene Management System (HMS).
- Oversee Slaughterhouse operations i.e. daily slaughtering and meat processing activities to ensure smooth workflow and production continuity.
- Monitor and Optimize Abattoir operations to ensure efficient use of resources, minimize waste and maximize productivity.
- Coordinate staff supervision schedule, supervise, and train staff; motivation, and performance.
- Laise with Slaughter Foreman to ensure smooth and uninterrupted running of the Abattoir operations.
- Report any incidents/environmental concerns to Abattoir Manager.
- Monitor and maintain accurate records (stock control) of livestock, meat products, packaging materials, and consumables.
- Monitor waste management practices and oversee proper disposal of offal and condemned material in compliance with environmental and health standards in accordance with relevant regulations and standards, thereby minimising the risk of contamination and pest infestation
- Implement quality control measures (Quality assurance) to guarantee safe, high-quality meat products.
- Oversee the cleaning and sanitation of the Abattoir, including equipment, facilities and personnel.
- Facilitate the taking of laboratory samples for analysis, interpretation and taking of Precautionary measures.
- Implement and monitor pest control measures to prevent infestations and ensure compliance with regulations.
- Respond promptly to hygiene - related concerns or complaints raised by customers / clients, investigating issues and implementing solutions to address them.
- Provide training and awareness programs for Abattoir staff on Hygiene, food safety and operational procedures.
- Maintain accurate and up-to-date records of hygiene, food safety, and operational activities.
- Participate in audit and inspections to ensure compliance with regulations and standards.
- Prepare operational reports for management, covering production, compliance, and efficiency metrics.
- Stay informed about emerging trends and best practices concerning hygiene and sanitation, incorporating new ideas into hygiene protocols as appropriate.
- Promote a culture of safety, efficiency, and innovation within the team

Application Process (for Chief financial Officer & Company Secretary)

Applications must be submitted using the application form for employment obtainable at www.ntinga.org.za. Failure to complete the application form will result to your application not being considered. Applications **not made** on the official form **will not** be considered.

Applicants must submit

- Application form;
- Cover letter;
- Detailed CV with three (3) contactable references;
- Certified ID copy, copy of driver's license and certified copies of qualification not older than six (6) months; and
- Applicants with foreign qualifications must attach proof of evaluation from SAQA.

Application Process (for Manager: ICT and Hygiene & Operations Officer)

Applications must be emailed to: recruitment@ntinga.org.za OR hand-delivered to:
No 5 Textile Road, Ntinga OR Tambo Development Agency, HR Office No. A2, Southernwood, Mthatha 5099 (popularly known as O.R. Tambo Hall).
Closing date: 16 November 2026, **late Applications** will not be considered.

Employment Equity

Ntinga O.R. Tambo Development Agency, SOC (Ltd) is an equal opportunity employer. The Employment Equity status of the Agency will also be considered in filling this position.

Persons from previously disadvantaged groups and people living with disabilities are encouraged to apply.

Applications must be submitted using the application form for employment obtainable at www.ntinga.org.za. Failure to complete the application form will result to your application not being considered. Applications **not made** on the official form **will not** be considered.

Applicants must submit

- Application form;
- Cover letter;

- Detailed CV with three (3) contactable references;
- Certified ID copy, copy of driver's license and certified copies of qualification not older than six (6) months; and
- Applicants with foreign qualifications must attach proof of evaluation from SAQA.

Enquiries: Ms O. Gangata @ 047 495 0522

Closing date: 16 November 2026

Should you not receive any communication from us within 90 (ninety) days of the closing date, please consider your application unsuccessful.

Disclaimer: The Entity reserves the right, in accordance with applicable governance frameworks, laws, and regulations, not to proceed with interviews or appointments should no suitable candidate be identified.

Yours faithfully



Mr S. Sentwa
Chief Executive Officer
Date: