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Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009093/30

EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO. 04/2022/2023

Applications are hereby invited from suitably qualified persons for the following positions:

1. OFFICE OF THE CEO

**COMPANY SECRETARY
PERMANENT
TASK GRADE 16**

ANNUAL BASIC SALARY: R562 152 – R729 673. PLUS BENEFITS

KEY REQUIREMENTS:

- Grade 12/Matric Certificate
- LLB Degree or related qualification.
- Registration with a relevant recognized body for Chartered Secretaries will be an added advantage.
- The incumbent should have acquired the Certificate in Municipal Finance Management Programme (MFMP), or attain it within 18 months after employment.
- Valid Driving License.
- 5 years proven experience as a Legal Practitioner in commercial/ corporate governance.
- Experience in interpretation and application of relevant legislation, drafting and vetting contracts, sourcing and providing legal opinions and managing litigation.
- Practical knowledge of the Companies Act and other legislation applicable to Development Agencies and corporate governance principles.
- Experience in providing Board Secretarial services including ensuring sound corporate governance.
- Understanding of labour relations.

KEY PERFORMANCE AREAS:

- Providing the directors of the company collectively and individually with guidance as to their duties, responsibility and powers
- Making the directors aware of any law relevant to or affecting the company
- Reporting to the company'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)
- Ensuring that minutes of all shareholders meetings, board meetings and the meetings of any committees of the directors, or of the company's audit committee, are properly recorded
- Certifying in the company'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 • Ensuring that a copy of the company's annual financial statements is sent, in accordance with the Act, to every person who is entitled to it; and • To ensure effective corporate governance through compliance with key pieces of legislation • To ensure compliance with the approved Board and Committees Charters • To provide effective Board secretariat services to the Board of Directors • To provide effective legal advice and support to the Agency • Drafting and vetting of contracts when required • To effectively manage litigation cases on behalf of the Agency

2. OFFICE OF THE CEO

INTERN: PLANNING AND REPORTING TWO (2) YEAR FIXED TERM CONTRACT STIPEND: R 60 000 PER ANNUM

KEY REQUIREMENTS: MINIMUM REQUIREMENTS: - Grade 12 • A recognised Three (03) Degree or National Diploma in Social Sciences/Public Administration/ Bachelor of Commerce or Equivalent Qualification Relevant to the field • Computer Literacy • Communication Skills • A person with a sense of urgency • Must be a quick learner able to handle pressure and be a team builder.

KEY PERFORMANCE AREAS: - Assist and support the office of the CEO in relation to ensuring that all planning and reporting compliance requirement are met • Assist on the development, review and implementation of the Multi-year Business Plan • Liaise with all the Agency departments continuously to ensure that all their activities and operations are aligned with the Multi-year Business Plan strategies & objectives • Assist in the setting of institutional objectives, strategies and targets • Provide support on administration duties to the CEO's Office.

3. CORPORATE SERVICES DEPARTMENT

INTERN: INFORMATION COMMUNICATION AND TECHNOLOGY(X1) TWO (2) YEAR FIXED TERM CONTRACT STIPEND: R 60 000 PER ANNUM

KEY REQUIREMENTS: MINIMUM REQUIREMENTS: - Grade 12 • Three (03) year Degree/ National Diploma Information Technology or equivalent qualification • Communication Skills • A person with a sense of urgency • Must be a quick learner able to handle pressure and be a team builder.

KEY PERFORMANCE AREAS: - Assist and support all end-users • attend to departmental queries • Assist in handling IT technical Problems • Assist in Network, Internet and telephone Management.

4. OFFICE OF THE CEO

**INTERN: INTERNAL AUDIT AND RISK MANAGEMENT (X1)
TWO (2) YEAR FIXED TERM CONTRACT
STIPEND: R 60 000 PER ANNUM**


KEY REQUIREMENTS: MINIMUM REQUIREMENT: - Grade 12 • National Diploma in Internal Auditing/Financial accounting/Risk Management or financial manager background.

KEY PERFORMANCE AREAS: Assist in Internal Audit processes • Assist in addressing risk mitigating strategies and Audit findings • Liaise with District Internal Audit and Risk Management functions • Provide administration support to Risk management and Internal Audit.

Closing date: 19 July 2023 @16:30

Please note: Applicants must submit an Application letter, comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license. **Applications should be forwarded to the Corporate Services Department, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road or Private Bag X 511, Mount Ayliff, 4735.** Appointment will be subject to appropriate reference and qualification checks. If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful. The Agency reserves the right not to fill the position. Alfred Nzo Development Agency is an equal opportunity and affirmative action employer and people from designated groups.

LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED. All enquiries should be directed to Ms. S.Jijana, HR Practitioner by telephone at (039) 492 0011 or jjianas@anda.org.za



**MR. NR XOLO
ACTING CHIEF EXECUTIVE OFFICER**