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Better District, Better Life and Growth for all.

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Alfred Nzo Development Agency BOC Ltd
Reg nr: 2008/00863/30

EXTERNAL ADVERTISEMENT

VACANT POSITION

NOTICE NO. 10/2025/2026

Alfred Nzo Development Agency is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. *People with physical disabilities are encouraged to apply.*



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

1. OFFICE OF THE CEO

INTERN: PLANNING AND REPORTING INTERN

TWO (2) YEAR FIXED CONTRACT

STIPEND: R60 000.00 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.

Closing date: 20 May 2026

Please note: Applicants must submit application letter, comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where applicable. All applications should be submitted via email at erecruitment@anda.org.za, kindly send all documents in one (1) pdf document failure to do so will result to your application being disqualified

NO HAND DELIVERED APPLICATION WILL BE ACCEPTED- Appointment will be subject to appropriate reference and qualification checks. If applicants receive no notification within one month from closing date, please assume that your application was unsuccessful.

The agency reserves the right not to fill the position. **LATE AND FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All enquiries should be directed to Ms. N. Gixane, by the telephone at (039) 492 0011/ 078 803 7511 or gixanen@anda.org.za



LUMKO MTIMDE
CHIEF EXECUTIVE OFFICER