

**Address of Registered Office:**

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

**Postal Address:**

P.O Box 1134  
Mthatha, 5100



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Fax: +27 (0)47 531 4121

E-Mail : info@ntinga.org.za

Website : www.ntinga.org.za

**Internal and External Advertisement: Ref No: HRM/09/ 2018**

Ntinga O.R.Tambo Development Agency, SOC Ltd is established by the O.R. Tambo District Municipality to promote and facilitate Socio Economic Development within the district. The entity is registered as a State Owned Company of O.R Tambo District Municipality. The Entity established a Project Management Office (PMO) within the Office of the CEO as a mechanism to implement discretionary and special projects. As such, Policy allows the entity to recruit staff to work on such projects as and when they become needed or on a needs basis for the duration of each project. Against this background, Ntinga is now looking for suitably qualified and experienced candidates to fill the following positions:

**1. CALL FOR APPLICATIONS: SOCIAL FACILITATION AMBASSADORS X  
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- 1.1. Placement: Ntinga Head Quarters – Mthatha.
- 1.2. Remuneration Negotiable.
- 1.3. Renewable 6 months project based contract.

**2. KEY PERFORMANCE AREAS**

- 2.1. Introduce special projects to relevant stakeholders.
- 2.2. Undertake social facilitation in respect of Water Services.
- 2.3. Promote community buy-in and participation.
- 2.4. Develop strategies to mitigate constraints to buy-in and participation of stakeholders and communities.

**3. POST REQUIREMENTS**

**3.1. MINIMUM EDUCATIONAL QUALIFICATIONS REQUIRED**

- 3.1.1. Bachelor's Degree or Diploma in local government or Social Studies.
- 3.1.2. Valid Code 08/B Drivers License.

*Ntinga OR Tambo Development Agency SOC Ltd: A Municipal of the O.R Tambo District Municipality(Reg. 2016/27258/30*  
**Directors:** Mr S.E MASE (Chairperson); Prof.L.Y. Majova-Songca; Ms U.N.Mkize; Mr. M.Msiwa; Dr.L.L. Ndabeni; Ms N.S.N Bam; Dr.N.T.Ndudane;  
Ms.N.D.A Ngewu; Mr.M.M. Pupuma; Mr.M.A. Nkosi(CEO)  
**Company Secretary:** Ms.N.Mningiswa

### **3.2. SPECIAL SKILLS, MENTAL OR PERSONALITY REQUIREMENTS**

3.2.1. Must be able to demonstrate Intellectual, Emotional, Physical skills and abilities

### **3.3. RELEVANT EXPERIENCE**

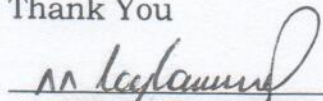
No	Profile for candidates
1.	Excellent experience in developing and implementing a variety of local government programs, including those that must comply with local Government guidelines, regulations and legislation.
2.	Sound skill in developing, implementation and monitoring of Project-wide strategies and review.
3.	Skilled in developing and analysis of Projects budgets.
4.	Wide experience in youth development and leadership both in the Church and in General Community.
5.	Experienced in report writing and presentations skills for Urban, Rural and Executive Meetings.
6.	Experienced in policy development and development of strategic documents for Community development.
7.	Skilled and well experienced in Social Facilitation (ISD).
8.	Good knowledge of the government legislation i.e. PFMA, MFMA, Public Serve Act, and
9.	Effective interpersonal relationship and communication skills as well as people management, leading, planning and organizing skills.
10.	Well experienced in the initiation of project organisational transformation and change agenda.
11.	Computer literate
12.	Ability to lead and work with team and work under pressure.
13.	Experienced in collection and processing of data as well as handling of sensitive information.
14.	Skilled in problem solving and Arbitration.
15.	Ability to handle community crisis through sound conflict management techniques
16.	Ability to provide counseling required in the context of social facilitation
18.	Working understanding of English and Fluency in IsiXhosa

### **4. IMPORTANT INSTRUCTIONS AND SUBMISSION DETAILS**

Please forward your application, CV, certified ID copy, certified copy of qualifications and driver's license to: Ms. Olwethu Gangata (HR Officer) Ntinga O.R. Tambo Development Agency, SOC Ltd No.5 Textile Road, Vulindlela Heights, Southernwood Adjacent to Pick & Pay Store, Mthatha 5099: or Post to P.O. Box 1134 Mthatha, 5099. Enquiries: Mr. ZL Kanise: Tel: 047 531 0346.

Closing date: 30/11/2018 at 16H00. If you do not hear from us within 30 days after the closing date, you may regard your application as unsuccessful.

Thank You



**CHIEF EXECUTIVE OFFICER**

**Mr. M.A. Nkosi**

**Ntinga O.R Tambo Development Agency, SOC Ltd**

