

**Address of Registered Office:**

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**Postal Address:**

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**Internal and External Advertisement:**

Ntinga O.R. Tambo Development Agency SOC Ltd (Ntinga is a Municipal Entity of the O.R. Tambo District Municipality(a Grade 5 municipality). The mandate includes delivery of Potable Water Supply Systems and Domestic and Industrial Waste-water and Sewage Disposal Systems; responsibility for Fresh Produce Markets, farms and Abattoir; Local Tourism Promotion; Municipal Public Works; Taxes, Levies and Duties collection; and Discretionary Activities. It is also responsible for Trade and Investment Promotion in the District.

The Entity is looking for suitably qualified and experienced candidates to fill the following positions:

- 1. CHIEF EXECUTIVE OFFICER**  
**(Five year-performance based contract)**  
**Salary Grade - F2 (Paterson Grading system)**

Reporting to the Board of Directors, the CEO, who is the Accounting Officer of NTINGA, will be responsible for taking overall executive level accountability for the implementation of the corporate strategy, utilisation of the organisation's resources in execution of its mandate, maintaining sound relationships with all stakeholders, as well as the positioning of NTINGA as a development catalyst and leader in areas of agricultural value chain, water services, operations and maintenance, revenue enhancement, strategic partnerships for economic spinoffs and job-creation.

**Key Performance Areas**

- Develop, implement and monitor Ntinga's Corporate Plan to support the Board approved Corporate Strategy for the long-term viability of NTINGA
- Lead the implementation of the Ntinga's Corporate Plan through a dynamic executive management and agile service delivery model
- Lead stakeholder engagements to create a span of influence in delivery of Ntinga's strategic objectives
- Ensure compliance with all applicable laws, regulations and codes
- Ensure a sound corporate governance financial control environment within all facets of the organisation and prevent Fraud and Corruption.
- Foster a high-performance culture across all operational areas within the organisation
- Account to the Board on the implementation of key management performance and strategic priorities
- Implement Board resolutions , action and report progress on all matters arising from Board resolutions
- Develop appropriate management systems and lead a multi-faceted executive management team.

*Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)*  
**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

### **Requirements:**

- A highly accomplished individual is sought for this role and he/she must have an appropriate Bachelor's degree with depth in the field of strategy, management, economic development, commerce and/or the built environment.
- A post graduate level degree qualification will be an added advantage.
- A minimum of 10 years' demonstrable management experience of which 5 years must have been at senior managerial level (in any of the following: programme management, development management, public sector, local government and infrastructure planning environment).
- The incumbent should have completed or in the process of acquiring the Municipal CPMD Programme.
- The role requires an individual with a deep understanding of the social infrastructure needs of South Africa as well as the functional knowledge of the following:
  - The functioning of the public sector
  - Build environment/construction industry
  - Development and infrastructure planning
  - Trade and Investment Promotion
  - Finance, enterprise development and development economics
  - Performance monitoring and evaluation
  - Applicable legislative prescripts and corporate governance codes.

### **Required Skills & Competencies**

The ideal person should be skilled in planning, problem solving, managing conflict, writing reports and negotiating, and be proficient in the use of computers. He/she should be renowned as a team leader and strategic thinker who manages relationships well, communicates with aplomb and is averse to stress. Outstanding presentation and coordination skills round off the profile sought.

**2. HEAD: TRADING ENTERPRISES**  
**(Five year-performance based contract)**  
**Salary Grade E1 (Paterson Grading System)**

**Key Performance Areas**

Responsible for the performance of the Farms, Abattoir and the Fresh produce market, the incumbent will be responsible for the following:

- Overseeing the development and implementation of a coordinated trading enterprises' turnaround strategies;
- Promoting and selling services of the Agency to prospective clients for revenue enhancement
- Leading Trade and Investment to support Ntinga Mandate.
- Providing strategic leadership support to the entity's socio- economic development programmes
- Providing enterprise development and management support to the programme
- Coordinating and facilitating revenue enhancement for all entity's socio-economic development programmes
- Facilitating strategic socio-economic infrastructure development
- Facilitating and providing leadership on trading enterprises programme
- Playing a leading role in the employment of Adam Kok Farms as a radical/rapid livestock production hub feeding mainly into Umzikantu Abattoir and KFPM
- Playing a leading role in the improvement of productivity, functionality and profitability of the Farms, the Abattoir and the Fresh Produce Market; and
- Ensuring that all trading enterprises are resourced and performance measured and reported on

**Requirements:**

- a) An appropriate bachelors' degree Qualification in Financial /Business Management and/or Agricultural economics/Agricultural Science/Agricultural Economics or equivalent;
- b) 5 year's relevant experience in a senior management and/or executive level in-charge of two or more of the functions within the Trading Enterprises;
- c) Completion of a Management or Executive Development Programme (a strong recommendation); and
- d) The incumbent should have completed or in the process of acquiring the Municipal CPMD Programme.
- e) Valid driving License

**Required Skills & Competencies**

The ideal person should be skilled in planning, problem solving, managing conflict, writing reports and negotiating, and be proficient in the use of computers. He/she should be renowned as a team leader and strategic thinker who manages relationships well, communicates with aplomb and is averse to stress. Outstanding presentation and coordination skills round off the profile sought.

**FINANCE & ADMINISTRATION ACCOUNTANT**  
**(Five year-performance based contract)**  
**Salary Grade E1 (Paterson Grading System)**

**Key Performance Areas**

- Coordinate budgeting process and control
- Reconciliation of accounting records
- Process and update financial records
- Process procurement requisitions of goods and services and suppliers payments.
- Livestock farm reconciliations and data capturing during branding processes
- Agricultural produce record keeping
- Verification of Stock taking
- Completes administrative projects
- Customers and tenants administration including invoicing.

**Requirements:**

- A Bachelor's degree/or Relevant Tertiary Qualification in Financial Management /Accounting
- 3 years relevant experience in administrative Experience

**Required Skills & Competencies**

Must be able to demonstrate Intellectual, Emotional, Physical skills and abilities, and be proficient in the use of computers.

Kindly forward your application, CV, certified copies of qualifications, ID 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.** Failure to submit any of the documents listed above will result in disqualification of your application. Faxed and emailed applications will not be considered

**Ntinga O.R. Tambo Development Agency, SOC Ltd is an equal opportunity employer, people with disabilities and women are encouraged to apply.** The Board 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 30 days after the closing date, you may regard your application as unsuccessful.**

**Enquiries: Ms. Olwethu Gangata: Tel: 047 531 0346.**

**Closing date: 01/03/2019 at 16H00.**

**RECOMMENDED CANDIDATES WILL BE SUBJECTED TO BACKGROUND SCREENING AND COMPETENCY ASSESSMENT**

  
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**MR. M.A. NKOSI**  
**CHIEF EXECUTIVE OFFICER**

