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External Advertisement: Ref No: HRM/08/2024

Ntinga O.R. Tambo Development Agency SOC Ltd, an Entity of O.R. Tambo District Municipality, is looking for suitably qualified and experienced candidates to fill the following positions.

- 1. MARKET MASTER
PERMANENT
LOCATION: KEI FRESH PRODUCE MARKET - MTHATHA
SALARY: R 737 835.84 (GRADE D4 PATERSON GRADING SYSTEM)**

Key Performance Areas

- Develop, implement and monitor Kei Fresh Produce Market's vision, strategy and related policies & plans to achieve Ntinga's business objectives, as articulated in the strategy and mandate.
- Ensure the development of financial strategy that supports Kei Fresh Produce Market's business Plan.
- Manage the Market Agency's activities by applying procedures as prescribed in the relevant agricultural produce acts and rules to provide better service to public.
- Mobilise resources to support the full implementation of Kei Fresh's business plan.
- Ensure that farmers are provided with updates on the status of their consignments.
- Ensure compliance with all applicable laws, regulation and codes.
- Ensure that section operations activities are aligned and contributes to the plans and goals of the Kei Fresh Produce Market.
- Give strategic advice to Management on issues affecting Kei Fresh Produce Market.
- Develop and implement strategies to support meaningfulness of farmers and agents in the overall business of Kei Fresh Produce Market.
- Manage communication on issues impacting Kei Fresh Produce Market's reputation and image.
- Responsible for overall management of Kei Fresh Produce Market's human resources.
- Implement Ntinga Strategy and Board resolutions.
- Transform business into a sustainable growing commercial enterprise.

Minimum Requirements

- Matric Certificate + NQF L7 in Agricultural Economics/Agricultural Science/ Business Management or relevant qualification
- Post Graduate qualification will be an added advantage.
- A minimum of 3-5 years' experience, of which 3 years must be serving at a junior (Assistant Manager) management level.
- Certificate in Municipal Finance Management Programme will be an added advantage.
- Proof of Computer Certificate
- A valid code B/EB South African driving license.

Required Skills and competences

- Planning, problem solving, conflict management, team leadership, report writing and negotiation.
- Communicate effectively and be able to manage relationships well
- Proficient in the use of computers
- Ability to lead, supervise, conduct and control work according to prescribed norms and standards.
- Advanced knowledge of applicable local government legislation (e. g MFMA, MSA and other prescripts)
- A highly ethical individual who has demonstrable ability to consistently act with integrity and honesty.

2. FINANCE & ADMIN ACCOUNTANT PERMANENT

LOCATION: UMZIKANTU RED MEAT ABBATTOIR - MTHATHA

SALARY: R445 938.97 (GRADE C5 PATERSON GRADING SYSTEM)

Key Performance Areas

- Maintains administrative workflow by studying methods; implementing cost reductions; developing and implementing reporting procedures.
- Creates and revises systems and procedures by analysing operating practices, studying utilization of computer and software technologies.
- Evaluating personnel and technological requirements and implementing changes.
- Develops administrative staff by providing information, mentoring and coaching.
- Resolves administrative problems by analysing information, identifying and communication solutions.
- Maintains rapport with customers, managers, and employees by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations.

- Maintains suggestion system by directing and controlling administrative technical aspects in accordance with management directives.
- Provides information by answering questions and requests to key stakeholders when necessary
- Maintains continuity of Finance and Admin operations by documenting and communicating needed actions to management; discovering irregularities; determining continuing needs.
- Guides employee by providing inputs towards policy development, developing procedure manuals and guidelines,
- Develop and manage administrative projects by identifying and implementing new technology and allocate resources.
- Accomplishes the Enterprises and Entity's vision by completing related results as needed.
- Develop and process procurement plan and SCM requisitions and suppliers' payments.
- Provide information for internal and external audit where necessary.
- Process invoices and update of financial records.
- Process cash book and banking daily sales.
- Verification of stock taking.
- Assist in preparation of management accounts.
- Reconciliation of accounting records.
- Coordinate the budgeting process control.
- Assist in managing human resources duties.
- Petty cash management and reconciliation.
- Proper record keeping and preparation of meetings scheduled.
- Supervise subordinates.

Minimum Requirements

- A relevant 3-year tertiary Qualification, preferably NQF level 6 or NQF level 7 or B Com, with financial accounting as a major subject.
- 5-8 year's relevant experience required of which 2 years' experience must be on a supervisory (proven) level.
- Computer Literacy Certificate: MS Office
- A valid Code B/EB South African driving license.

Required Skills and Competences

- Planning and organising.
- Ability to lead, supervise, conduct and control work according to prescribed norms and standards.
- Advanced knowledge of applicable local government legislation (e. MFMA, MSA and other prescripts)
- Ability to independently perform more complex work of financial nature and supervise junior staff.

- Planning and problem solving.
- Reporting.
- Communicate effectively and be able to manage relationships well.

3. STOCK CONTROLLER

PERMANENT

LOCATION: KEI FRESH MEAT MARKET - MTHATHA

SALARY: R199 512.71 (GRADE B3 PATERSON GRADING SYSTEM)

KEY PERFORMANCE AREAS

- Monitor inbound physical items/products and confirming that details recorded on transactional documentation corresponds with receipt.
- Daily monitoring of stock levels, count and record stock items on schedules.
- Maintain first-in first-out stock record/maintenance method.
- Establish safety stock quantity level, maximum stock level and re-order quantity level.
- Maintain inventory levels, informed as such to ensure adequate levels of inventory.
- Place orders to replenish merchandise as needed.
- Participate in stock taking processes, making available information, schedules and/or identifying stock positions, products and items for counting and verification.
- Oversee and monitor storage of products, and refrigerator temperatures.
- Maintain captured information associated with delivery time, materials and requisitions etc.
- Supervise the entry of inbound materials/ goods details (quantity, dates) against product codes and prepare supporting documentation e.g. goods received note to validate receipt; and
- Ensure that obsolete stock is controlled in terms of prescribed procedures and disposing upon approval.
- Liaise with meat inspector to test product quality.
- Stock Reconciliation of stock Items and investigation of discrepancies.
- Verification of all stock items being dispatched.

Minimum Requirements:

- Matric with Accounting and/or Mathematics
- Diploma in Financial Management /Accounting or relevant field
- Certificate in Stores Management/ Stock Controlling and added advantage.
- Computer skills.
- Certificate in Municipal Finance Management Accounting (MFMA) will be an added advantage.

Desired Experience

- Minimum 2 years relevant experience as Stock Controller or similar role.

Please forward your application letter, CV, certified ID copy and certified copies of qualifications of **not older than three months**: Failure to comply with this will result to your application not being considered.

Or hand deliver to No 5 Textile Road, Ntinga OR Tambo Development Agency, Southernwood, Mthatha 5099 popularly known as OR Tambo Hall).

For **Head: Trading Enterprise** and **Market Master** positions, applications must be emailed to: thandiwem@ntinga.org.za

For **Finance & Admin Accountant** and Stock Controller positions, applications must be emailed to: recruitment@ntinga.org.za

Ntinga O.R. Tambo Development Agency, SOC Ltd is an equal opportunity employer, people with disabilities and from previously disadvantaged groups are encouraged to apply. Female candidates will be given first preference. The Entity 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 90 days after the closing date, you may regard your application as unsuccessful.

Enquiries can be directed to Ms T. Mkolwana at 047 4950549/0722416862 or Ms O. Gangata at 047 4950522.

Closing date: 02 September 2024 @ 16h00

Yours faithfully



MR. L. MBIKO
CHIEF EXECUTIVE OFFICER

Date: 16 August 2024