



MDDA VACANCIES

The Media Development and Diversity Agency (MDDA) is a statutory development agency for promoting and ensuring media development and diversity, set up as a partnership between the South African Government and major print and broadcasting companies in terms of the MDDA Act, No. 14 of 2002.

The following positions based in Auckland Park are available at the MDDA.

Supply Chain Officer (Permanent)

C3 Salary: R 564 085,73 TCTC per annum.
Reference No. 2023SCO

Minimum Requirements: A National Diploma or Degree in Finance/Procurement

Management/Supply Chain Management (NQF 6). 5 years of Supply Chain Management public sector experience. Experience in the development and/or grant-making sector will be an added advantage. Knowledge and understanding of the Public Finance Management Act (PFMA); Preferential Procurement Policy Framework Act and Supply Chain Management in the public sector; Treasury Regulations; and Public Administration would be an advantage.

Finance Administrator (Permanent)

B4 Salary: R310 311,79 TCTC per annum.
Reference No. 2023FA

Minimum Requirements: National Diploma or Degree in Finance (NQF 6), a minimum of two (2) relevant accounting experiences, Knowledge, and understanding of the Public Finance Management Act (PFMA); Preferential Procurement Policy Framework Act and Supply Chain Management in the public sector; Public Audit Act; Treasury Regulations; and Public Administration would be an advantage.

Project Coordinator: Print & Digital (Permanent)

C1 Salary: R 418 387,93 TCTC per annum.
Reference No. 2023PCPD

Minimum Requirements: A National Diploma (NQF 6); in Social Sciences, Development, Media, Finance, Business Administration, and any other relevant fields. A Bachelor's degree will be advantageous. Minimum five (5) years of relevant experience in project coordination, grant funding, community development, media, or related fields. Experience

in coordinating projects, supporting project managers, and liaising with stakeholders.

HOW TO APPLY: Full job specifications for these positions are available on the MDDA website: www.mdda.org.za. Suitably qualified and experienced candidates are invited to submit a comprehensive CV with at least three contactable references and a fully completed employment application form obtainable at www.mdda.org.za must be emailed to recruitment@mdda.org.za quoting relevant reference no.

NB: Use the relevant reference no. as a subject line. An email without the reference number as a subject/heading, CV, and fully completed employment application form will be disqualified.

For further enquiries please contact Mr Sisanda Nompumza at (011) 643 1100.

PLEASE NOTE: Communication will be limited to shortlisted candidates only. If you have not heard from us within 30 days of the closing date, please assume that your application has not been successful. Only applicants who are interviewed will be advised on the outcome of their applications. Successful candidates will be expected to sign performance contracts. It is the responsibility of candidates with foreign qualifications to have their qualifications verified by the South African Qualification Authority (SAQA).

The MDDA is committed to Employment Equity policies, promoting equity, and equal opportunity employment. People with disabilities are encouraged to apply. Appointment is subject to appropriate reference checks, competency assessment, and verification of all credentials. The MDDA reserves the right not to make an appointment and is under no obligation to fill the position after advertising and interviewing. Although advertised, it may either be withdrawn or re-advertised.

Closing date: 11 September 2023.