

EXTERNAL ADVERTISEMENT

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

Manager Stakeholder Relations and Communications (3-Year Fixed-Term Contract)

Salary: R1 050 395,77 **TCTC per annum.**

Reference No. **MSR&C2024**

Reporting to the Executive Manager: Corporate Services, the incumbent will manage the maintenance of a positive brand profile for the MDDA, both internally and externally, through focused communications activities, stakeholder relations, to enhance the agency's image, and advocate for its mandate and objectives.

Minimum Requirements: NQF Level 7 Qualification in Communications / Marketing / Business Management/ Brand Management/ Digital Marketing. 5 years' experience in communications and stakeholder relationship management.

Legal Officer (3-Year Fixed-Term Contract)

Salary: R590 597,76 **TCTC per annum.**

Reference No. **LOD2024**

Reporting to the Manager Legal and Risk, the incumbent will support the provision of legal services to the business in accordance with the applicable legislation and regulations. This includes providing legal support to internal business units and external clients through legal advice and opinions, conducting legal related workshops,

drafting of legal guidelines, conducting legal research, and supporting the drafting of contracts.

Minimum Requirements: NQF Level 8 in Law (i.e. LLB). Knowledge, 3-4 years' experience in the legal field and 2 years legal experience as an attorney or advocate. Knowledge and understanding of Legislation related to the industry (e.g. PFMA, ECA, MDDA Act and Regulations, PAJA, PAIA, POPIA etc.)

Technical Broadcast Specialist (3-Year Fixed-Term Contract)

Salary: R676 211,10 **TCTC** per annum.

Reference No. **TBS2/2024**

Reporting to the Broadcast Project Manager, the incumbent will be responsible for overseeing the installation of MDDA funded studios to completion, ensuring compliance to MDDA specifications and to conduct asset registration of all assets funded by the MDDA to support the achievement of its vision and mission.

Minimum Requirements: NQF Level 6 Qualification in Broadcast Engineering or related. 5 years' experience in the installation, maintenance, and administration of complex broadcast production systems and related Experience in troubleshooting Experience in basic technical production Sound Engineer.

Project Officer: Print (3-Year Fixed-Term Contract)

Salary: R438 052,16 **TCTC** per annum.

Reference No. **PO2024**

Reporting to the Project Manager: Print and Digital, the incumbent will be responsible for evaluating grant funding proposals in line with MDDA Act in achieving its vision and mission. Responsible for managing and overseeing funded projects in line with MDDA funding cycle.

Minimum Requirements: A National Diploma NQF6; in Social Sciences, Development, Media, Finance, Business Administration and any other; relevant fields. Minimum five (5) years of relevant experience in project management, grant funding, community development, media or related fields. Experience in coordinating projects or supporting project managers.

Manager ICT (3-Year Fixed-Term Contract)

Salary: R1 050 395,77 **TCTC per annum.**

Reference No. **MICT2024**

Reporting to the Executive Manager: Corporate Services. The incumbent will provide advanced technical support to MDDA, lead ICT projects and ensure the overall stability and efficiency of MDDA's ICT infrastructure. To attend to complex ICT queries and mentor and coach junior staff to transfer ICT skills and knowledge.

Minimum Requirements: NQF Level 7 Qualification in Information Technology or equivalent (e.g. B Degree). 10 years ICT experience with 5 in management. Knowledge in Information Technology (hardware, software, infrastructure, network and systems)

Administrative Assistant (3-Year Fixed-Term Contract)

Salary: R137 450,92 **TCTC per annum.**

Reference No. **AA2024**

Reporting to the Assistant Company Secretary: The incumbent will be responsible for providing a single point of contact to the MDDA for Company Secretary related services. The position will co-ordinate and control the administrative functionality for the Unit and the Board and its Sub Committees.

Minimum Requirements: NQF Level 4 (Grade 12). Minimum 2 (two) years in relevant administrative support experience including: Experience in secretarial work,

reception duties, meeting management, including minute taking and document / records administration.

**Executive Manager Sector Development, Planning, Monitoring & Evaluation,
and Research (5 -Year Fixed-Term Contract)**

Salary: R1 376 684,56 **TCTC per annum.**

Reference No. **EMSD2024**

Reporting to the Chief Executive Officer: This role is integral for strategically leading and directing the planning processes derived from executive strategic sessions, ensuring that performance policies are established and executed to support the Strategic Plan. Further to ensure that performance policies are developed and implemented to support the Strategic plan and APP, ensure that the performance information is accurate, collected, collated, and reported on in alignment with the National Treasury reporting framework. Responsibilities include leading sector development initiatives to advance the MDDA's mandate, planning and implementing capacity-building programs, and fostering partnerships to promote public awareness and advocacy for community media, encompassing broadcast, print, and emerging sectors. Additionally, the role involves promoting innovation, research, and development within community media, ensuring accurate performance information collection and reporting in accordance with the National Treasury framework, and implementing policies to achieve strategic objectives.

Minimum Requirements: NQF Level 8 recognised by SAQA qualification in Public Administration/Public Management/Business Administration/Business Management/Social Science or relevant. 8-10 years' experience in strategy performance monitoring, implementing research programmes and capacity building initiatives, strategies and plans; commissioning and directing research and capacity building projects. 5 years' experience at management level and 3 years' experience at senior management level.

HOW TO APPLY: Suitably qualified and experienced candidates are invited to submit a comprehensive CV with at least three contactable references and fully completed employment application form. This 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 Ms. Lindo Nkosi 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. Appointment is subject to appropriate reference checks, competency assessment and verification of all their credentials. The MDDA is under no obligation to fill the position after advertising it and reserves the right to not make an appointment. Although advertised, it may thus either be withdrawn or re-advertised.

Closing date: 17 August 2024