



MDDA VACANCIES

Applications are invited from suitably qualified, competent and experienced candidates for the following positions at the Media Development and Diversity Agency (MDDA) to be part of the organisation in realising its developmental mandate in a dynamic, diverse and ever-changing industry. The 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 to assist in (amongst others) developing community and small commercial media in South Africa, in terms of the MDDA Act No 14 of 2002.

The MDDA offers competitive salaries. All positions are based in Parktown,

HUMAN RESOURCES OFFICER

(R537,224.51 CTC p/a)

This is a permanent position, responsible for supporting the Human Resources and Corporate Services Manager in the effective and efficient administration of Human Resources procedures and operations for MDDA. The suitable individual must ensure that the attainment of the set organizational mandate and Human Resources operational objectives, succession planning, and other human resources related administrative functions.

PROJECTS MANAGER, PRINT AND DIGITAL

(R806,956.75 CTC p/a)

This is a permanent management position, responsible for the management of the Print and Digital Publishing. The responsibilities include, including all project planning, organizing, staffing, leading, and monitoring project activities. In order to achieve the annual performance plan for the Print and Digital Publishing Unit, the suitable individual must support the Executive Manager: Projects in the achievement of mandate of MDDA.

HOW TO APPLY: To view the full job specification and to apply for these challenging positions, interested and qualifying applicants are required to forward a comprehensive CV quoting the position they are applying for, together with a covering letter stating reasons for being the candidate of choice to: recruitment@mdda.org.za Queries to be directed to Human Resources Telephone 011 643 1100

PLEASE NOTE: Communication will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to competency assessments and verification of all their credentials.

Preference will be given to candidates whose appointment will promote employment equity within the MDDA. Kindly note that only shortlisted candidates will be contacted. If you have not heard from us within three months after the closing date, please regard your application as unsuccessful. The appointee will be required to sign an employment contract and an annual performance agreement.

CLOSING DATE FOR ALL APPLICATIONS: 05 November 2021