



## 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, Johannesburg.

### CHIEF EXECUTIVE OFFICER

This position is a 5 year contract that is renewable on performance reports to the Board of Directors. The main purpose of this position is to provide effective, overall strategic leadership to drive the implementation of the Agency's mandate and to meet its strategic goals and objectives in a dynamic and ever changing industry. The appointee will be challenged with leading and managing the entity, which is developmental by nature, under the direction of the Board and in consultation with the Minister of Communications.

**PREFERRED MINIMUM EDUCATION:** NQF Level 6; Bachelor's Degree in Administration or Commerce or Law Degree. • Post graduate qualification in Public Administration or Development /Media studies or equivalent experience will be an advantage.

**KEY PERFORMANCE AREA:** Provide strategic leadership to the entity. • Act as Accounting Officer of the MDDA. • Adhere to legislative requirements, including the PFMA. • Ensure that the government strategy of Access to Media for All is achieved. • Ensure that Agency is strategically positioned in respect of public relations. • Build staff into a cohesive team.

**PREFERRED MINIMUM EXPERIENCE:** 7 to 10 year's relevant experience with minimum of 5 years at senior management level. • Broad understanding of the media, particularly in South Africa. • Experience in working in a developmental environment. • Successful track record in formulating and implementing organisational strategy and corporate governance systems.

**CRITICAL COMPETENCIES:** Strong business acumen skills. • Persuasion and excellent communication skills (written and verbal). • Emotional intelligence and control. • People and stakeholder management. • Ability to network with stakeholders and obtain buy-in on crucial matters affecting the MDDA mandate.

### CHIEF FINANCIAL OFFICER

This position is a 5 year contract that is renewable on performance. The main purpose of this position is to provide strategic financial leadership and to ensure implementation of the organizational fiscal planning, budgeting and monitoring process. The appointee will be challenged with leading the finance unit and being the financial spokesperson of the organization.

**PREFERRED MINIMUM EDUCATION:** Bachelor's degree in finance or commerce. • Postgraduate degree in financial accounting and completed articles. • Certified CA is an advantage.

**KEY PERFORMANCE AREA:** Work with CEO on strategic visioning. • Design and develop strategic and operational plans for the finance department. • Manage preparation of the MDDA's overall budget. • Report to the Board and external Auditors on variances from the established budget. • Lead the Finance Team.

**PREFERRED MINIMUM EXPERIENCE:** • 8 years senior management and professional experience in Finance, with 5 years at executive level. • Professional membership with financial board or institution. • Practical experience in preparing Annual Financial Statements that are GRAP Compliant in a Public Sector Environment. • Experience in working in a development and/or grant making sector will be an advantage. • Knowledge of PFMA; Preferential Procurement Policy Framework Act; Supply Chain Management in the public sector; Public Audit Act; Treasury Regulations; and Public Administration an advantage. • Experience working in Government.

**CRITICAL COMPETENCIES:** •Business acumen. • Stakeholder focused. • Strong analytical skills. • Ability to communicate technical information clearly. • Strict adherence to funding conditions. • Integrity and emotional intelligence and control. • Leadership, team building and motivational skills. • Understanding of interaction between Public Finance acts and corporate governance; complex financial and accounting principles; and risk analysis, cash flow, budgeting and forecasting, financial modelling, financial statements and investments. • Strong report writing, project management and presentation skills.

### LEGAL AND CONTRACTS OFFICER

This is a permanent position and reports to the Company Secretary. The main purpose of this position is to assist the Company Secretary to provide impartial, comprehensive legal, regulatory advice and contract management services to the MDDA and impartial advice and administrative support to the Board and Executive Management, through continuous refinement of organizational strategy and structure in line with appropriate legislative and best practices.

**PREFERRED MINIMUM EDUCATION:** Legal bachelor's degree or equivalent with at least 5 years in a legal field. • Knowledge and experience in law of contracts.

**KEY PERFORMANCE AREA:** Ensure that business is conducted in line with enabling legislations. • Interpret legal contracts of the MDDA. • Keep up-to-date with relevant legal, statutory and regulatory requirements. • Draft contracts on behalf of MDDA. • Provide comprehensive, professional, inter-departmental law advisory services or advice to line function components. • Provide general legal advice to MDDA.

**PREFERRED MINIMUM EXPERIENCE:** Experience in working in a compliance environment. • Knowledge of King III & IV. • Experience in drafting minutes. • Experience in working with Government entities. • Know-how of formulating legal opinion. • Understanding of Company's Act; Preferential Procurement Policy Framework Act; Supply Chain Management in the public sector; Public Audit Act; Treasury Regulations; and Public Administration, in a grant funding environment would be an advantage.

**CRITICAL COMPETENCIES:** Detail oriented. • Ability to work independently. • Integrity. • In depth understanding of regulatory framework within which MDDA operates. • Project management and presentation skills.

### ASSISTANT COMPANY SECRETARY

This is a permanent position and reports to the Company Secretary. The main purpose of this position is to assist the Company Secretary to provide impartial, comprehensive legal, regulatory advice and contract management services to the MDDA and impartial advice and administrative support to the Board and Executive Management, through continuous refinement of organizational strategy and structure in line with appropriate legislative and best practices.

**PREFERRED MINIMUM EDUCATION:** Legal bachelor's degree or equivalent with at least 5 years' in a legal field. • Knowledge and experience in a compliance environment.

**KEY PERFORMANCE AREA:** Assists Company Secretary in administrative support to the Chairperson, Board Committees and Executive Management pertaining to legal matters for Board and Executive Management meetings. • Oversees compliance of provisions of Company's Act and rules made thereunder and other statutes and by-laws of the company. • Keep up-to-date with relevant legal, statutory and regulatory requirements.

**PREFERRED MINIMUM EXPERIENCE:** Experience in drafting minutes and working in a compliance environment. • Knowledge of King III & IV. • Experience in working with Government entities. • Understanding of the Company's Act; Preferential Procurement Policy Framework Act; Supply Chain Management in the public sector; Public Audit Act; Treasury Regulations; and Public Administration, in a grant funding environment would be an advantage.

**CRITICAL COMPETENCIES:** Self-starter. • Integrity. • In depth understanding of regulatory framework within which MDDA operates. • Project management and presentation skills. • Detail orientated.

### TRAVEL AND EVENTS LOGISTICS COORDINATOR

This is a permanent position and reports to the Communications Manager. The main purpose of this position is to provide travel and events logistics support which includes accommodation, venue hire, flight bookings and car hire for MDDA staff, Board members and other stakeholders. This involves providing specialized group travel arrangements, sourcing suppliers, ensuring cost effective travel and events management and being available for emergency calls 24/7.

**PREFERRED MINIMUM EDUCATION:** Post matric travel qualification.

**KEY PERFORMANCE AREA:** Ensuring seamless travel arrangements, logistics and events management for the MDDA.

**PREFERRED MINIMUM EXPERIENCE:** Experience in dealing and interacting with high profile individuals. • Experience in a travel agent environment. • High level logistics. • Understanding of the Company's Act; Preferential Procurement Policy Framework Act; Supply Chain Management in the public sector; Public Audit Act; Treasury Regulations; Public Administration, in a grant funding environment would be an advantage.

**CRITICAL COMPETENCIES:** Ability to work independently. • Integrity. • Be able to negotiate competitive prices and government rates for the MDDA. • Administrative, organisational and project management skills. • Detail oriented. • Emotional intelligence.

**HOW TO APPLY:** 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](mailto:recruitment@mdda.org.za)

Queries to be directed to Human Resources Telephone (011) 643 1100

**PLEASE NOTE:** Shortlisted candidates will be subjected to competency assessments and verification of all their credentials. It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualification Authority (SAQA). 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: 2<sup>nd</sup> APRIL 2017.**