

THE INGONYAMA TRUST BOARD IS RESPONSIBLE FOR THE ADMINISTRATION OF SOME 2,84 MILLION HECTARES OF LAND SPREAD THROUGHOUT THE PROVINCE OF KWAZULU NATAL. IN ORDER TO DISCHARGE ITS DUTIES EFFECTIVELY, THE BOARD IS SEEKING TO RECRUIT SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POSITIONS.

**POST : DEPUTY MANAGER: ADMINISTRATION
CENTRE : PIETERMARITZBURG
SALARY : R41 457.46 PER MONTH INCLUSIVE OF BENEFITS
REFERENCE : ITB001/2015**

POST REQUIREMENTS: A three year National Diploma/ Bachelor's Degree in Public Administration/Management/Business Administration or equivalent coupled with five (5) years solid experience in management. The incumbent should have experience in human resource management, financial management, project management and stakeholder management. Policy development and management. Knowledge of all relevant legislation, and is able to function independently with minimal supervision. Good writing and communication skills as well as conflict management skills. A valid driver's license, ability to converse in IsiZulu and English and knowledge of Human Resource Management functions. Preparedness to work extended hours if/ when required.

KNOWLEDGE, SKILLS AND COMPETENCIES: Human resource management, financial management, strategic planning and management, ability to manage projects and staff, understanding of supply chain management and procurement and asset management, logistics management. Good organizing skills. An understanding of protocol required when dealing with His Majesty, the Royal family, Amakhosi and Traditional Leaders and their structures. Be able to interpret and apply legislations. Good computer skills and presentation skills. Pay attention to detail. Work well under pressure and critical thinker.

KEY PERFORMANCE AREAS: Supervision of administration staff, Effective human resource management, administration and management of logistics, Asset and Fleet Services. Oversee the general office administration and procurement functions. Provide general administration support. Oversee the running of Registry Services. Provide management and supervision of service providers. Assist with the drafting of policies and systems for submission to the Board. Ensure that Board and Departmental resolutions are implemented accordingly. Supervise front desk services, Human Resource and manage the drivers. Administer Traditional Council funding requests. Manage and administer logistics.

**POST : MANAGER REAL ESTATE
CENTRE : PIETERMARITZBURG
SALARY : R60 935.60 PER MONTH PLUS BONUS
REFERENCE : ITB002/2015**

POST REQUIREMENTS: A recognised Bachelors degree or equivalent in Property Management, understanding of management of Communal land and its mandates with at 5year managerial experience. The incumbent should

have experience in human resource management, financial management, project management and stakeholder management. Policy development and management. Knowledge of all relevant legislation, and is able to function independently with minimal supervision. Good writing and communication skills. The incumbent must have experience and ability to work in rural areas especially with Traditional Leadership/Structures. Be able to communicate and converse in both IsiZulu and in English. Sound knowledge of land management and resource management. Valid driver's license. Good writing skills. Preparedness to work extended hours and travel is essential if/when required.

KNOWLEDGE, SKILLS AND COMPETENCIES: Strategic planning and management. Policy development. General human resource management as well as financial management. Good organizational, interpersonal and analytical skills. monitoring and evaluation of programme and individual performance. Excellent Communications Skills, Reliability, Strong Leadership, Computer Literate, and the ability to keep and maintain records and files in order. Be able to function independently with minimal supervision. Ability to converse both in English and IsiZulu.

KEY RESPONSIBILITIES: General human resource and property management and administration, finance management and project management. The ability to interpret and apply legislation, particularly all legislations applicable to Ingonyama Trust Board and all other allied legislation impacting on Ingonyama Trust Act. The ability to manage conflict and deal with complex matters. Extensive negotiations and have indigenous knowledge system. Management of tenure rights on land owned by the Trust. Prepare reports and execute Board Resolutions on matters pertaining to Real Estate. Financial management and project management. Networking and liaison with various stakeholders on land management matters.

**POST : BUSINESS DEVELOPMENT SPECIALIST
CENTRE : PIETERMARITZBURG
SALARY : R60 935.60 PER MONTH PLUS BONUS
REFERENCE : ITB003/2015
CONTRACT DURATION : TWENTY FOUR (24) MONTHS**

POST REQUIREMENTS: Three year Bachelor's Degree or Post Graduate degree in Business Administration/Business Management. Have minimum of four (4) years' experience in a community development/business development or related field. Be able to work in rural areas especially with Traditional Leadership/Structures. Have a solid track record of project initiation and management. Have excellent communications skills (both written and verbal). Have strong skills in networking, report writing, monitoring and evaluation, project management and in skills development. Preparedness to work extended hours and travel is essential if/when required. Valid driver's license.

KNOWLEDGE, SKILLS AND COMPETENCIES: Strategist with strong work ethics and customer care. A Visionary and a self- starter who accepts directions but require little management. Passionate about sharing best practices and be able to demonstrate innovativeness and leadership. The ability to initiate, monitor and evaluate projects. Interpret and apply legislation, particularly all legislations applicable to Ingonyama Trust Board. Have strong research and analytical skills. Be reliable. Computer literate. Be able to keep and maintain records and monitor ITB BEE guidelines. Understand BBBEE and financial aspects of asset management.

KEY RESPONSIBILITIES: Prepare detailed project proposals for the Board, and ensure that all projects are executed within the agreed framework and standards. Liaise with Co-operatives, SMME's in various communities for product identification and quality control and be responsible for the monitoring of ITB BEE guidelines. Ensure warehousing of products before exportation and liaison with representatives. Liaise with the business sector and other stakeholders on matters pertaining to funding, land tenure and execution of the projects as well as facilitate project proposals from the communities. Identify and liaise with markets. Assist communities in the development of business plans. Liaise with Amakhosi for identification of land either for agriculture or high commercial value. Facilitate and monitor the implementation of agricultural projects in areas under Ingonyama Trust as well as develop skills of ITB customers.

Enquiries pertaining to these positions are to be directed to Dr FB Madlopha-Telephone Number: 033 846 9900.

PROCEDURE FOR APPLICATIONS

Applications, addressed to the Chief Executive Officer, must be submitted to Ingonyama Trust Board, via post to: P. O. Box 601, Pietermaritzburg, 3200 or be hand delivered at 65 Trelawney Road, Southgate, Pietermaritzburg, 3201, marked for the attention of Miss MJN Masinga.

All application letters must be accompanied by a comprehensive CV, certified copies (ID, a valid driver's licence, certified copies of educational qualifications) and all supporting documents. Failure to submit relevant documents may lead to disqualification.

Only shortlisted applicants will be contacted and if you have not received a response from the Board within three (3) months after the closing date, please assume that your application has been unsuccessful. Z83 forms should not be submitted. Successful candidates will be subjected to Security Clearance, and the signing of Performance Agreements within three months of appointment. The Ingonyama Trust Board reserves the right not to make any appointments. Applicants living with disabilities are encouraged to apply.



INGONYAMA TRUST BOARD

ESTABLISHED IN TERMS OF THE KWAZULU NATAL INGONYAMA TRUST ACT (ACT NO. 3 OF 1994)

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The closing date for applications is 30 October 2015

