MEDIA DEVELOPMENT & DIVERSITY AGENCY

INTERNAL/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 position based in Auckland Park is available at the MDDA;

Assistant Company Secretary (3-Year Fixed-Term Contract)
Salary: R488 562.52 **TCTC per annum**
Reference No. **ACS/2026**

Minimum Requirements: NQF Level 7 Qualification in Company Secretarial Practice, or Corporate Governance, Law/Legal or an equivalent qualification. 3-5 years relevant experience in Corporate Governance and Secretariat administration, including practical experience supporting Boards and/or Board Committees, governance processes, statutory and regulatory compliance, preparation and management of governance documentation, and monitoring the implementation of Board and Committee decisions and resolutions.

HOW TO APPLY: Suitably qualified delegates are invited to complete the application form fully by clicking the link here or scan QR code below. Full job specification for this position is accessible through our website. Once completed the form, submit a comprehensive CV with at least three contactable references at the email provided on the application form. Use the relevant reference no. as a subject line. An email without the reference number as a subject/heading will be disqualified.

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).

For further enquiries, please contact Ms. Lindo Nkosi at (011) 643 1100.

The MDDA is committed to Employment Equity policies, promoting equity and equal opportunity employment therefore applicants with disabilities, white females, Indians, and coloureds are encouraged to apply. Appointment is subject to appropriate reference checks, competency assessment, security vetting (where applicable) and verification of all 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: 11 October 2026