



## **VACANCY- ADVERTISEMENT**

*The Chris Hani Co-operative Development Centre NPC (CHCDC) is a Non-Profit Company established for the purpose of facilitation, development, and support of co-operatives in the Eastern Cape. The CHCDC hereby invites all interested suitably qualified persons to fill the following position.*

### **INTERIM FINANCE MANAGER – (REF:01/IFM/2025)**

<b>Reporting</b>	:	Chief Executive Officer
<b>Salary</b>	:	Competitive Salary
<b>Contract terms</b>	:	6 Months (temporary) (Finance Manager Seconded)
<b>Location</b>	:	Komani (formerly Queenstown)
<b>Primary objective</b>	:	To provide a comprehensive corporate financial management service to CHCDC as well as financial support service to the CHCDC registered cooperatives
<b>Job Level</b>	:	Professionally qualified and experienced professionals / mid management

### **Minimum Requirements**

- Matric plus an appropriate Bachelor's degree-graduate Qualification in Accounting or Financial Management (or equivalent);
- Certification with a Professional Body as an Accountant will be advantageous.
- Advanced Business Knowledge **with** 3 year's relevant experience in a management level in-charge of two or more functions within a Finance Department.
- High experienced, driven, ambitious and entrepreneurial individual.
- Proven ability in working with Draftworx and Sage Pastel systems
- Knowledge of IFRS for SME proven ability to prepare Annual Financial Statements.
- Knowledge of the Companies Act, King IV Report, Co-operatives Act and Co-operative Governance.
- A valid code B drivers' licence.

### **Key duties and Responsibilities include:**

- To provide managerial responsibility in Financial Management, Tax and Accounting including Budget and Reporting.
- To provide managerial responsibility in day-to-day Procurement Management activities
- To ensure the custodianship of Assets and liabilities management
- To ensure compliance with the relevant legislations and ability to respond to Audit and Assurance.
- To ensure managerial responsibility for the Human Resources Management and Performance Management, Governance Management and Risk Management (Financial Risk Management)
- To take managerial responsibility of financial management of all Projects

- To ensure that the administration and support towards the operations of the organisation in order to ensure efficiency and cost-effective management of resources.
- Prepare and collate financial and administration reports, status progress reports and supporting documents for reports to CEO.
- Ensure that the internal controls are in place and procedures are followed according to the policies.
- Maintain up to date records and reports
- To ensure quarterly policy workshops are facilitated.

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#### MANAGER: CO-OPERATIVE EDUCATION AND SUPPORT (REF: 02/CES/2025)

**Reporting** : Chief Executive Officer  
**Salary** : Negotiable  
**Contract terms** : 3 years  
**Location** : Komani (formerly Queenstown)  
**Primary Objective** : To manage and ensure the implementation of the Co-operative Education and Support through the Enterprise Development, Governance and Incubation strategy and drive the implementation of the Business Incubation Model, offering structured business Incubation services to Co-operatives Enterprises aimed at ensuring their competitiveness and sustainability.  
**Job Level** : Professionally qualified and experienced professionals / mid management

#### Minimum Requirements

- Matric plus Bachelor's Degree in Business Management or equivalent;
- A Post-graduate Qualification and/or Professional Registration in any of the above fields (An added advantage);
- 3-5 years' experience, of which capacity in a management level and developmental environment; with proven success in a corporate setting/ public sector organisation;
- Advanced Business management skills.
- A valid code B driver's license
- Thorough knowledge and understanding of cooperatives and legislation on cooperatives;
- Proven knowledge and interpretation of key and related public service legislation and Regulations, public service Performance Management System;
- Proven knowledge of co-operative board operations, the King IV Code of good governance; and experience in a Business / Enterprise Development environment a distinct advantage.

#### Key Performance Areas

- Oversee the development and implementation of all education and support strategies, measures and policies for the CHCDC.

- Oversee the facilitation of the application and registration of cooperatives and ensuring that co-operatives acquire the legal status in compliance with the Co-operatives Act of South Africa.
- Establishing and managing new and existing programmes, entities and projects for the benefit of the Co-operative Development and Support.
- Ensure the facilitation of the auditing, supervision, inspection and monitoring of co-operatives on a regular basis.
- Oversee the coordination of business development support to both the CHCDC and cooperatives, to ensure growing, viable and economic upliftment of the community and economy of the Eastern Cape Province.
- Ensure the coordination of external financial (where need be) and technical assistance for the implementation of co-operative plans and projects.
- Ensure that cooperatives receive assistance in modernising their activities and in attaining financial and functional autonomy
- Ensure that cooperatives are given business support and that they comply with applicable legislative.
- Oversee the development of cooperatives' awareness in every field of human activity for the social and economic upliftment of the community generally.
- Manage effective data collection and publication of reports on cooperatives and cooperatives activities
- Ensure the effective management of documentations and databases, to ensure that information is updated, safeguarded and accessible at all times.
- Facilitate the development of personnel through a variety of means such as mentoring, coaching and training in order to expand their capabilities to assume more and greater responsibility for project success.
- Review and manage the quality of reports prepared by subordinate personnel, analyse results and resolve problem.
- Compile and produce detailed reports on cooperatives education and support programmes for stakeholders or management.

#### **DATABASE ADMINISTRATOR (REF: 03/DA/2025)**

<b>Reporting</b>	:	Co-operative Education and Support Manager
<b>Salary</b>	:	Competitive Salary with benefits
<b>Contract terms</b>	:	3 years
<b>Location</b>	:	Komani (formerly Queenstown)
<b>Primary Responsibilities:</b>	To establish, update and maintain database for cooperatives and facilitate registration and information amendment of cooperatives with CIPC.	
<b>Job Level</b>	:	Clerical support

### **Minimum Requirements**

- Matric or Grade 12
- Computer literacy certificate
- 2-year experience in similar environment
- Understanding of the Co-operatives Act of South Africa and related legislation
- Understanding on operating the Companies and Intellectual Property Commission (CIPC) systems

### **Key Performance Areas**

- Able to Receive and peruse registration documents from cooperatives applying to register with CHCDC to determine compliance with standards for registration.
- Able to accurately capture information from new and existing cooperatives documents in the database system of CHCDC.
- Facilitate registration of cooperatives and information amendment with CIPC and serve as a central point for receiving registration certificates from CIPC
- Update and maintain database for all cooperatives.
- Perform day-to-day administrative tasks such as processing paper-work, keeping and maintaining information or documents.
- Able to open and maintain files for cooperatives.
- Refer cooperatives for business development and support purposes
- Compile statistical reports on co-operatives and their activities for submission to the supervisor on monthly basis and whenever the report is required.
- Grouping co-operatives according to their areas of location, sectors and categorised.
- Any other additional work delegated by the Manager

### **FRONT DESK OPERATOR – RECEPTIONIST -(REF:04/REC/2025)**

Reporting	:	Finance Manager
Salary	:	Competitive Salary with benefits
Contract terms	:	3 years
Location	:	Komani (formerly Queenstown)
Job Level	:	Clerical support

### **Minimum Requirements**

- Matric or Grade 12
- 1 year certificate in office administration or equivalent
- Minimum 2 years proven relevant work experience as a Receptionist, Front Office Representative, or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment
- Professional attitude and appearance
- Solid written and verbal communication skills

- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude

### **Key Performance Areas**

- Operate and maintain the telecommunication system for the Chris Hani Cooperatives Development Centre
  - Receive, screen all incoming phone calls and connect them to appropriate personnel
  - Receive, welcome and direct all people entering the office premises and help out each person approaching the reception with a query
  - Perform general secretarial and administrative functions (e.g. scheduling, copying, data entry, filing, etc.) for the purpose of supporting CHCDC's office operations.
  - Processes a variety of records for the purpose of conveying information within CHCDC's guidelines and regulations.
  - Receive all the mail from post office, sort and record in the mail registers and distribute to appropriate divisions within the Centre and to the relevant individuals.
  - Ensure cleanliness and orderliness in the reception area while abiding by the policies and regulations of CH-CDC
  - Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms, and brochures)
  - Maintain office security by following safety procedures and controlling access via the reception desk
  - Maintain updates and booking venue hiring via calendars.
  - Provide clients with relevant information
  - Any other additional work delegated by the Supervisor.
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### **How to apply:**

Interested candidates meeting the requirements are requested to do the following:

1. Application form available on [www.chrishanicdc.org](http://www.chrishanicdc.org)
2. Motivational Letter with reference
3. Detailed CVs, certified IDs, and certified copies of all qualifications.
4. Correspondence will only be limited to shortlisted candidates. Successful candidates will attend a generic management competency assessment, background, and criminal checks. Applicants not contacted within 14 days of the closing date may assume that their applications were not successful. The CHCDC nevertheless appreciates the interest shown by applicants.
5. **The CHCDC reserves the right not to continue with interviews if it feels that no suitable candidate could be found.**

**For Administrative enquiries:**

Contact Ms Nozipho Ntanjana 0687635615 or [noziphon@chrishanicdc.org](mailto:noziphon@chrishanicdc.org)

Applications must be submitted to [hr@chrishanicdc.org](mailto:hr@chrishanicdc.org)

**Physical Address:**

The Office of the Chief Executive Officer  
Chris Hani Co-operative Development Centre NPC  
22 Cathcart Road  
Komani  
5320

**CLOSING DATE: 02 MAY 2025 @ 13:00**