

VACANCIES ADVERTISEMENT

The Ingonyama Trust Board (ITB) is responsible for the land administration and governance of extensive rural and communal land which spans the entire province of KwaZulu-Natal. ITB is inviting suitably qualified candidates to apply for the following vacancies which currently exists at its Head Office located in Pietermaritzburg.

HEAD-CORPORATE SERVICES

(SALARY RANGE: R 1,181,647.00 - R 1,600,678.32)

LOCATION: PIETERMARITZBURG, KZN (REF: HCS/07/2025)

Key responsibilities: Provide corporate support services to ITB by providing: human resources management services; communication services; information & communication technology services (ICT); and administration & facilities management; strategic and operational planning; labour relations management, Wellness and Safety Services; Governance, Risk and Internal Control Review; Performance Management.

Post requirements: A relevant post-graduate qualification (NQF level 8) in Business/ Public Administration/ Law/ Human Resource Management/ Industrial Psychology. 10 years' experience in business or public administration of which 5 years' functional experience at Senior Management. Experience in Human Resource Management, Records Management, ICT and Administration & Facilities Management strategies and policies. Organisational effectiveness and development, Communication and Law. Experience in Financial Service.

Knowledge: Customer service principles. Integrated Human Resource Management Principles. Record management principles and systems. Information and communication technology policies and practises. Policy analysis, conceptualisation and implementation. Financial acumen and awareness, including budgeting and financial management. Performance monitoring, evaluation, and reporting framework. Computer literacy (MS Word, Excel, PowerPoint and other databases).

Legislative Requirement: Public Service Act and Regulations. Promotion of Personal Information Act. COIDA. Public Finance Management Act. National Treasury Regulations. Promotion of Access to Information Act. Constitution Act. Occupational Health and Safety Act (OHS). LRA, EE Act, SDA & BCEA.

Skills: Strategic Capability and Leadership. Communication (verbal and written). Business Writing. Analytical thinking. Problem solving and Analysis. Knowledge management. Planning and organising. Diversity management. People development and empowerment. Project or programme management. Financial management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Client Orientation and Customer Focus. Communication. Conflict management. Coaching and Teamwork.

How to apply: All application must be emailed to Sarah@tothetrecruitment.co.za on or before closing date. No late applications will be considered. Applications must include: An application or covering letter; CV with minimum of 3 contactable references; Academic Qualifications; Professional Affiliations and Registrations if applicable. Technical enquiries must be directed to the Human Resources consultant responsible for this process at sarah@tothetrecruitment.co.za attention of Ms S Chetty.

SENIOR LEGAL OFFICER

(SALARY RANGE: R 1,181,647.00 - R 2,258,694.07)

LOCATION: PIETERMARITZBURG, KZN (REF: SLO/07/2025)

Key purpose of Role: The Senior Legal Officer will lead and manage ITB's legal function and ensure that all legal risks are identified, assessed, and mitigated. The incumbent will provide legal advisory services to the Board and organisational units, ensure compliance with legislative and regulatory frameworks, and oversee all litigation and contractual matters. The role further entails strategic input into governance processes, as well as oversight of the legal team(s).

Key responsibilities: • Provide comprehensive legal opinions and written advice on statutory, contractual, and governance matters. • Draft, review, and vet legal agreements, including leases, service level agreements, and policy instruments. • Monitor organisational compliance with applicable laws and regulations; develop mitigating actions to manage legal risks. • Develop and maintain a legal register, including records of external legal opinions and service provider engagements. • Oversee and manage litigation matters involving the Board and the Trust, including liaison with external attorneys and ensuring alignment with institutional interests. • Contribute to strategic planning processes and governance advisory support to the Board. • Lead, supervise, and develop the legal team.

Post requirements: • A minimum of a B.Proc or LLB Degree. Admitted Attorney or Advocate (in good standing with the Legal Practice Council) • At least 8 years post-admission experience in legal advisory, litigation environment. • Demonstrable experience in contract negotiation, legal compliance, and strategic legal advisory. • Sound understanding of court processes and litigation management. • Knowledge of Zulu Customary Law is highly encouraged. • No adverse professional record.

Key Competencies: • Excellent legal drafting and research skills. • Sound judgement and problem-solving abilities. • Strong communication, negotiation, and influencing skills. • High levels of integrity, accountability, and professional discretion. • Ability to operate under pressure and manage multiple priorities.

How to apply: All application must be emailed to ingonyamatrusthr@gmail.com or via post to Ingonyama Trust Board, P/Bag X601, Pietermaritzburg, 3201 on or before closing date. No late applications will be considered. Applications must include: An application or covering letter; CV with minimum of 3 contactable references; Academic Qualifications; Professional Affiliations and Registrations if applicable. Technical enquiries must be directed to the Human Resources Department at Ingonyama Trust Board via email to ingonyamatrusthr@gmail.com for the attention of Mrs Gumede.

The Ingonyama Trust Board is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore, people from designated groups, including those with disabilities, are encouraged to apply.

The Ingonyama Trust Board reserves the right not to fill an advertised position. If you meet all the stated requirements, kindly e-mail your application to sarah@tothetrecruitment.co.za, including a covering letter and a comprehensive CV (including three referees with their contact details), certified copies of qualifications will be requested from shortlisted candidates. Applications not meeting the criteria will be disqualified.

Should you not hear from us within 2 weeks after the closing date, consider your application unsuccessful. Communication will be limited to the short-listed candidates only. Short-listed candidates will be subjected to a comprehensive selection process.

The closing date in respect of this position is Friday, 29 August 2025 at 16h30.

Telephonic Enquiries: 033 846 9900



**INGONYAMA
TRUST BOARD**

"Unlocking Rural Land for Development for the benefit of the people"

65 Trelawney Road, Pietermaritzburg, 3201

www.ingonyamatrust.org.za | info@ingonyamatrust.org.za