



The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers, financiers and other affected parties. Established in 2009, the Agency is established by an Act of Parliament in 2008 and is accountable through its board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

The HDA has the following **five year fixed-term** contract position:

Head: National Programme Design and Management

Location: Johannesburg | **Reference:** MIH-JHB

Main Purpose: To develop and manage the implementation of national programmes in line with the overall HDA strategy and national human settlement priorities.

Key influencers: • **Internal:** Chief Executive Officer • Policy, Research, Monitoring and Information • Development Management • Board/board sub-committee • Support services (Corporate Service, Finance / Supply Chain Management) • **External:** national Department of Human Settlements • Provincial Human Settlements and related departments • Municipalities • State owned entities and public bodies • Private sector related role-players.

Key Performance Area: Strategic management: • Participate in the strategic planning of the HDA • Contribute inputs from the perspective of national programme design and management • Contribute to the overall effective functioning of the HDA • Develop a plan to operationalise the unit's strategic performance targets and provide monthly reports against the plan • Align proposals and options relating to new work opportunities for the HDA to the HDA strategy • **National programme design:** • Identify catalytic projects in line with defined national priorities and criteria • Develop business plans and funding proposals for national programmes • Secure funding to support the implementation of national programmes • Develop programme plans for the identified national programmes • Engage with stakeholders in the development and design of national programme plans • **National programme implementation and management:** • Develop implementation plans for national programmes with clear deliverables and measurements • Structure project teams to support delivery of national programmes • Manage the delivery of national programmes • Track performance against performance metrics • Gather data and analyse performance in line with the performance metrics • Present feedback on national programmes within the HDA and to relevant stakeholders • Support implementation by liaising and engaging with relevant partners and stakeholders • **Financial management:** • Develop the operational and capital budget required for each national programme • Manage expenditure against budget • Manage procurement in line with the relevant policies and procedures • Address any anomalies in spend and budget • Report on financial performance for the national programmes unit • **People management:** • Select, assign, lead and manage people • Set clear objectives for self and others and measure achievements against these objectives through implementation of the performance management system • Build and manage relationships with staff members • Manage and support staff development • Develop and manage the implementation of succession plans for key individuals and critical positions • Implement the HDA human resources policies and procedures as required • Manage risks and address issues as they arise • **Compliance management:** • Manage implementation of work within established policies, systems, procedures, processes and practices • Provide advice and assistance to others in order to ensure their compliance with policy and governance procedures • Identify areas of non-compliance and implement corrective action.

Requirements: A relevant degree in the project or programme management, the built environment or an equivalent • Ten years' experience will be an advantage • Three years as a Senior Programme and Project Manager will be an advantage • Demonstrated experience in government programmes and human settlements / housing programmes and policies • Excellent understanding and experience in working with the Public Finance Management Act (PFMA)/Municipal Finance Management Act (MFMA) and public entities • Demonstrated experience in product development and research development methods • Demonstrated experience in construction sector and role players in the sector and how these relate to each other and government.

Leadership competencies: • Change management • Delivery leadership • People management • Strategic planning and annual performance planning • Team leadership **Service competencies:** • Customer / Citizen service and orientation • Networking • Relationship management • Stakeholder engagement • Team player • **Behavioural competencies:** • Conflict resolution and resilience • Decision making • Drive to deliver • Ethics and integrity • Influencing • Planning and organising • Problem analysis and solving • Professionalism • Systems and process thinking skills.

To apply for the above position, please forward a relevant CV (with a clearly marked title of the position and reference number) in Microsoft Word to hda.cv@mihrecruitment.co.za.

Enquiries: Noxolo Phohleli / Wandile Mhlanga, tel: 011 6562863.

CLOSING DATE FOR APPLICATIONS 21 MAY 2017

Should you not comply with the above requirements your application will NOT be considered.

CVs received after the closing date will NOT be considered. If you do not hear from us within fourteen (14) days of the closing date, please consider your application unsuccessful. Please do not send any certificates, diplomas or testimonials. We thank all applicants for their interest. Communication will be limited to short-listed applicants only.

Conditions of service: • The HDA is an equal opportunity employer • Appointments will be made in accordance with the HDA EE policy • The HDA reserves the right not to make an appointment.