



The Housing Development Agency (HDA) is a National Public Development Agency that promotes sustainable communities by making well-located and appropriately planned land and buildings available for the development of housing and human settlements. As its primary activity, the Agency assembles and releases public, private and communal land for development. Its main objectives are to identify, acquire, hold, develop and release well-located land and buildings, and to provide project management support and housing development services. The HDA also intends to grow its mandate as a developer of human settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

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

Development Manager: North-West

Reference: MIH-NW-07-2017, Location: Gauteng

Main Purpose: To control and coordinate all material aspects of projects and project managers that are responsible for projects – to ensure developments are completed on time, within budget and to specifications while meeting all role-player expectations.

Key Responsibility Areas: •**Strategic management:** Participate in the management of the Regional Office •Contributing as a manager to the overall effective functioning of the HDA assigned projects in the North-West province •Ensure integration of the different functions within the regional office to ensure optimal delivery of the HDA mandate on assigned projects •Ensure the alignment of projects to the broader HDA strategy and strategic intention.

Project management •Establish and enhance systems to implement and manage a range of projects and project managers simultaneously •Establishing a coordinated communication system for all active projects •Develop and implement a project risk management framework •Recognise key project constraints facing the projects and coordinate the successful resolution of the challenges •Develop and manage the implementation of project plans •Oversee project teams, including internal and external stakeholders and participants. •Drive and manage project technical meetings •Manage and monitor the implementation of a project communication plan •Manage the project budgets and monitor variances •Draft and manage project reporting •Chair allocated technical and progress meetings •Manage health and safety matters on all project sites •Ensure legal and contractual compliance on all project sites •Monitor that projects meet role player requirements.

Project planning: •Manage the project budgeting and cash flows •Manage the liaison with project related stakeholders •Manage the development of project roles and resourcing plans •Manage the allocation of resources (both internal and external) and required outputs •Manage the development of project plans •Agree on project milestones and reporting requirements on projects. **Project funding management:** •Control the standard of funding applications •Monitor the project funding progress •Identify and address project funding challenges. **Project related procurement:** Manage the development of appropriate terms of references for project related procurement • Evaluate proposals and appoint relevant service providers to facilitate project related delivery. **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.

Qualifications and Experience: •A relevant degree in engineering or construction or equivalent built environment discipline qualification •A valid driver's licence •Computer literacy. •10-12 years' experience in a project management role with a minimum of five years of this experience at management level •Registration as a construction project manager or other recognised equivalent professional accreditation •Experience in housing construction and/or infrastructure based project management •Experience in the delivery and project management of low income/affordable housing projects is preferable. Please forward relevant CV (Clearly marked with the reference number of the position) in a Microsoft Word format to hda.cv@mihrecruitment.co.za.

Enquiries: Noxolo Phohleli/Wandile Mhlanga (011) 6562863

CLOSING DATE FOR APPLICATIONS: 30 July 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.

Working for integration

www.thehda.co.za

