



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 was 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](http://www.thehda.co.za).

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

**Project Administrator**

**Location:** Gauteng

**Reference:** AP – PAG2018

**Reporting Structure:** Project Manager

**Relationships:**

<b>Internal</b>	Project Manager Project Team Members
<b>External</b>	Service Providers Manager: SIR

**Main Purpose:**

To provide effective administrative function and communication support to facilitate and enable the effective running of the mining towns programme.

**Key Responsibility Areas:**

**Meeting Management:** Arrange and facilitate all site / technical and allocation meetings. Arrange and facilitate relationship meetings between the contractors and beneficiaries in matters relating to rectifying defects. Arrange and facilitate all meetings that lead to the successful completion of the project. **Project Coordination:** Plan and coordinate inspections as per the Clerk of Works projections. Coordinate the collection and collation of project documentation. Coordinate the collection and collation of subsidy documentation from the contractors. Implement Project Managers communication plan. Coordinate on site activities of donor programmes. Coordinate and assist in the collation of all project documentation from contractors. **Unit handover / takeover:** Arrange and coordinate the takeover of units, keys, certificates. Arrange and coordinate handover of units, keys, certificates. Coordinate training of residents. Coordinate all installations of technical items after beneficiary handover. Manage relationships between contractors and beneficiaries relating to rectification of defects.

**Requirements**

A Grade 12 or similar qualification. Diploma certificate or similar in related field. Competent in MS Project, Outlook, Excel intermediate and Word intermediate. Two to three years' experience in a similar role.

-----  
Please forward relevant CV (Clearly marked with the reference number of the position) in a Microsoft Word format to [applicationsjhb@affirm.co.za](mailto:applicationsjhb@affirm.co.za).

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

**Closing date for applications:** 11 March 2018

CVs received after the closing date will NOT be considered. Kindly take note if you have not been contacted within fourteen (14) days of the closing date; please consider your application unsuccessful.

**Enquiries: Sacha Meyerson 011 883-5035**

---

**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.