



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 contract** position:

#### **Town Planner**

**Location: Mpumalanga**

**Reference: MIH-MP-03-2018**

**Main Purpose:** To identify, assess and research appropriate land for the HDA and manage the ensuing land use management processes.

**Key Responsibility Areas: Land and property identification:**

- Implement systems, policies and procedures for addressing all potential land and property opportunities
- Identify appropriate land and properties for the HDA:
- Research opportunities related to land
- Identify suitable land for acquisition
- Assess land in line with the HDA criteria and strategy
- Develop comprehensive feasibility assessment of the land
- Make recommendations on appropriateness of land
- Engage with stakeholders around pre-identified land:
- Research development potential/ viability
- Assess the land in line with the HDA criteria and strategy
- Develop comprehensive feasibility assessment of the land
- Make recommendations on appropriateness of land
- Engage with stakeholders with property opportunities:
- Research the viability of the land and the proposed property opportunity
- Assess the opportunity in line with the HDA criteria and strategy
- Develop comprehensive feasibility assessment of the land
- Make recommendations on appropriateness of land
- **Land sustainability assessment**
- Assess land potential in terms of the approved pre-acquisition feasibility model in relation to geophysical parameters:
- Implement the pre-acquisition feasibility model for all potential land transactions
- Undertake land suitability assessment and identification within the scope of sustainable human settlements development
- Develop and maintain periodic registers on land suitable for human settlements development
- Develop reports with recommendations detailing the outcome of the assessments and feasibilities
- **Development planning**
- Verify documents received against contract checklist
- Follow-up on outstanding contracts and all relevant documentation
- Report on contracts that are about to expire and action taken
- Update contract register
- Safekeeping and filing of contracts
- Draft standard contracts for approval
- Loading of approved contracts on ACCPAC
- **Bid committees administration**
- Undertake development feasibility to identify and model the appropriate land use and development options for HDA land portfolio
- Manage and fulfil the processing of land use management procedures relating to HDA potential or acquired land and properties including:
- Commission Environmental Impact Assessments
- Undertake and manage rezoning of land
- Initiate, commission and manage surveying processes of identified land
- Prepare and present applications to secure town planning approval in line with the legislative environment
- **General administration**
- Implement procurement policies and procedures
- Implement financial policies and procedures with regard to invoicing and payment of service providers
- Manage service level agreements of appointed service providers
- Develop and submit appropriate reports
- Participate in meeting as required.

**Requirements:** • A relevant degree in the Built Environment, Urban Development and/or Town Planning environment is required • Experience in GIS or related spatial information systems is required • A minimum of six years' experience in the built environment is required • Experience in the human settlements environment will be an added advantage • Be prepared, willing and able to travel extensively, so a code 8 (B) drivers' license is essential.

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

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

**Closing date for applications:** 08 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:** Noxolo Phohleli/Wandile Mhlanga 011 6562863

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