



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. Follow us on Twitter @The_HDA and on Facebook: TheHDA

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

Manager: Transformation and Empowerment

Location: Gauteng

Reference: MIH/05/GP/2018

Main Purpose: Ensure that the agency executes and achieves its strategy in advancing transformation and empowerment within the human settlement sector. To also ensure supplier monitoring and compliance mechanisms are in place to ensure continuous development and empowerment.

Key Responsibility Areas:

Quality management:

- Ensure that the agency's service providers / suppliers implement and execute as per contractual obligations, in particular to transformation imperatives and development
- Participate in procurement quality improvement reviews
- Write comprehensive reports/presentations that document the overall outcome of the quality improvement reviews detailing the actual findings and recommendations
- Assist in the development of evaluation tools, methods and frameworks that will ensure compliance and adherence to approved standards and procedures
- Participate and make recommendations for quality improvement during team meetings and specialty training sessions
- Review quality improvement findings and formulate recommendations to improve the quality standards

Project management:

- Establish and enhance systems to implement and manage a range of projects and project managers simultaneously to ensure compliance and alignment procurement and transformation strategy
- Establish a coordinated effective communication system to ensure information flows between affected parties to enable effective decision making in matters of supplier transformation and empowerment through procurement
- Recognising key supplier constraints facing the projects and prevent adherence and compliance. Coordinate the successful resolution of the challenges

- Identify and facilitate engagements and interventions for economic participation for all designated groups for the advancement of transformation and empowerment
- Facilitate government (national, provincial and local) support where appropriate to enhance socio-economic impact
- Ensure that local communities derive maximum benefit from the investments through access to labour, sub-contracting opportunities, socio-economic investment and income derived from projects
- Ensure hands-on involvement via consultation and the coordination (pre-investment, during due diligence, and post-investment) of the socio-economic and broad-based initiatives on a project-by-project basis

Transformation and empowerment:

- Monitor the progress and report on all and any B-BBEE intervention from a socio-economic perspective in terms of reach and impact
- Enhance Supply Chain Management to advance transformation in the following regards:
 - Women empowerment
 - Youth employment
 - Preferred material supplier BEE (community benefit)
 - Preferred material supplier
 - Disabled persons
 - Creation of access to jobs and skills development
 - Entry of new firms in the construction sector
 - Promotion of home-based and small business enterprises, etc.
 - Empowerment of military veterans
 - Promotion of local content
- Perform an advisory role with the agency's bid committees to ensure adherence of bid to the agency's transformation and empowerment strategy objectives
- Develop measures for the agency to ensure the application of the Preferential Procurement Policy Framework Act (PPPFA) regulation and compliance to ensure transformation and empowerment is advanced as per Preferential Procurement Regulation

Employment equity:

- Put in place mechanisms improve the agency's employment equity representation
- Analyse and make recommendations on initiatives in which the agency can embark on to ensure continuous improvement and compliance with Employment Equity Act
- Create and implement an employment equity plan to give the agency and its managers the power and resources to perform their duties
- Where applicable, establish interventions or training programs and advancement opportunity , identifying obstacles that are present for specified designated groups

Supplier performance management and development:

- Establish and put in place mechanism to ensure supplier compliance with contractual obligations
- Create programs aimed at developing pro BBEE suppliers or services providers in order to advance transformation and empowerment agenda
- Put in place remedial actions which seek to deal with non-compliant and non performing suppliers and service providers
- Continuously monitor the agency's supplier regulatory compliance and provide advisory support to improve compliance

- Ensure continuous periodic reporting on supplier performance and compliance to ensure compliance

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
- Implement the HDA Supply Chain Management (SCM) policies and strategy as defined.
Manage risks and address issues as they arise

Strategic management:

- Contribute as a manager to the overall effective functioning of the HDA assigned projects and strategic transformation and empowerment
- Ensure the alignment of projects to the broader HDA strategy and strategic intention
- Attend strategic meetings on behalf of the HDA and provide full report backs thereafter

Requirements:

- A relevant degree in socio-economic / business economics or equivalent qualification
- An appropriate postgraduate degree in development economics or similar qualification
- A valid driver's license
- Ability and willingness to travel extensively
- Computer literate
- Minimum of seven years' experience in supplier development and/or transformation empowerment
- Minimum 10 years' experience in the property development and/or project management fields
- A minimum of three years of this experience must be at management level
- Clear understanding, knowledge and practical experience of implementing and promoting governments' transformational targets and objectives within the entire built and property development environment

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

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

Closing date for applications: 13 May 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: 011 656 2863

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.

Please do not send certificates, diplomas or testimonials. We thank all applicants for their interest. Communication will be conducted with short-listed applicants only.