



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

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

Economic and Town Planning Specialist: Priority Housing Development Areas

Location: Gauteng

Reference: AP-PHD2018

Main Purpose: To define, manage and monitor the design, implementation and declaration of Priority Housing Development Areas (PHDAs) through the regulations in line with the Master Spatial Plan (MSP) for Human Settlements in order to coordinate and support the overall strategic approach to defined human settlements sector initiatives.

Key Responsibility Area

Strategic intergovernmental relations (IGR) management support

- Ensure strategic alignment and positioning of the PHDA programme within the human settlements sector to achieve agreement between sectors of selected PHDAs
- Provide support to the line management functions to ensure delivery of a PHDA with prioritised partners for implementation
- Scanning the IGR environment to identify potential PHDAs opportunities and risks through the observing of policy amendments, trends and networking
- Facilitate processing of key decisions of partners to ensure agreement on PHDAs' implementation plan
- Ensure and inform timeous preparation for the HDA participation in key IGR strategic, organisational and fiscal planning processes that will enhance the PHDA approach
- Manage and draft implementation PHDAs protocols between the HDA and prioritised public sector bodies
- Facilitate the development of implementation protocols linked to the PHDAs initiative and supporting projects with multiple stakeholders that will be involved in the processes

Implementation and management

- Facilitate the indicatives inception and implementation in partnership with government departments and municipalities developing supporting plans for implementation
- Procure / ensure and induct resources into the HDA PHDAs project with regards to its approach, actions and roles to ensure the implementation and monitoring of work
- Manage the application of the PHDAs approach where relevant and as required within the human settlements sector and inline support of the MSP for Human Settlement; and where required, with other government initiatives or stakeholders in the sector

- Prepare development plans for the PHDAs to ensure achievement of the overall strategy and adapt or refine where necessary – based on agreements – and submit for approval
- Ensure delivery of and the monitoring of performance of development plans against key timeframes (Medium Term Expenditure Framework and the likes) deliverables and methodologies
- Address any area of delay and noncompliance by instituting turn-around plans against delivery timeframes
- Manage relationships with key stakeholders to ensure a successful conclusion and approval of development plans

Project planning

- Facilitate planning initiatives to ensure development plans for a PHDA in line with the HDA project service offering
- Facilitate the inception of the initiative and support follow-up actions to ensure achievement of the overall strategy to guarantee the approval of a PHDA and where agreed, the implementation of projects for or in the specific PHDA
- Facilitate and oversee development planning processes to ensure compliance and alignment with PHDA regulations, requirements and approach
- Identifying and mobilising strategic and technical capacity with funding support to enable PHDAs planning and its implementation. Integrate IGR principles, management and process design into the PHDAs identification and declaration.
- Facilitate and embed IGR principles in the development plans preparation and implementation during the declaration of a PHDA

Intergovernmental responsibilities

- Communicate the intend and any pertinent issues of the PHDAs internally and externally to ensure an effective awareness initiative to ensure the declaration of PHDAs
- Coordinate with Governmental Managers, Provincial Managers and Municipality officials / managers to discuss issues and the objectives of the PHDAs, in order to ensure the declaration of PHDAs
- Promote efficient lines of communication between the other spheres of government
- Review research and policies proposed affecting the PHDAs and supporting regulations
- Identify opportunities and prepares relevant documentation that support the PHDAs initiatives
- Receive and respond in writing or verbally to public inquiries regarding the PHDAs declaration
- Facilitate information and knowledge sharing initiatives on the PHDAs with national, provincial and municipal officials through reports or media requested
- Develop project partnerships by mobilising support with other government departments for mutual benefit on the declaration of PHDAs
- Coordinate and align events that involve other spheres of government to implement the PHDAs regulations
- Ensure efficient relations and sharing models of good practice with other municipalities to agree on identification and declaration of PHDAs for development plans.

Land and property identification

- Implement systems, policies and procedures for addressing all potential land and property opportunities in the declaration of PHDAs
- Identify appropriate land and properties for the HDA to promote the implementation and approval of development plans for the PHDAs to be declared
 - o Research opportunities related to land
 - o Identify suitable land for acquisition
 - o Assess land in line with the HDA criteria and strategy
 - o Develop comprehensive feasibility assessment of the land

- o Make recommendations on appropriateness of land
- Engage with stakeholders around pre-identified land to promote the implementation and approval of development plans for the PHDAs to be declared
 - o Research development potential/ viability
 - o Assess the land in line with the HDA criteria and strategy
 - o Develop comprehensive feasibility assessment of the land
 - o Make recommendations on appropriateness of land
- Engage with stakeholders regarding property opportunities to promote the implementation and approval of development plans for the PHDAs to be declared
 - o Research the viability of the land and the proposed property opportunity
 - o Assess the opportunity in line with the HDA criteria and strategy
 - o Develop comprehensive feasibility assessment of the land
 - o Make recommendations on appropriateness of land

Land suitability assessment

- Assess land potential in terms of the approved pre-acquisition feasibility model in relation to geo-physical parameters to ensure the implementation and approval of development plans for a PHDA to be declared
- Implement the pre-acquisition feasibility model for all potential land transactions to promote the implementation and approval of development plans for the PHDAs to be declared
- Undertake land suitability assessment and identification within the scope of sustainable human settlements development to promote the implementation and approval of development plans for the PHDAs to be declared
- Develop and maintain periodic registers on land suitable for human settlements development to guide further identification of PHDAs to be declared
- Develop reports with recommendations detailing the outcome of the assessments and feasibilities for consideration in pre-declaring and declaring PHDAs

Development planning and project packaging

- Undertake development feasibility to identify and model the appropriate land use and development options for further identification of PHDAs for future declaration
- Manage and fulfil the processing of land use management procedures relating to the HDA potential or acquired land and properties including to promote the implementation and approval of development plans for the PHDAs:
 - o Commission environmental impact assessments
 - o Undertake and manage rezoning of land
 - o Initiate, commission and manage surveying processes of identified land
 - o Prepare and present applications to secure town planning approval in line with the legislative environment
- Undertake projects development feasibility studies for identification of and to promote the implementation and approval of development plans for the PHDAs
- Assist and promote human settlements projects for implementation in support of implementing and declaring a PHDA

General administration

- Implement procurement policies and procedures as outlined in the PHDA Act and its Regulations
- Review, amend and publish amended PHDA regulations should there be a need
- Implement financial policies and procedures with regard to invoicing and payment of service providers in managing the identification, implementation and approval of PHDAs where service providers has been identified to assist
- Manage service level agreements of appointed service providers and monitor deliverables and ensure turn around plans to bring the work of a service provider back on track where needed

- Develop and submit appropriate reports in terms of the declaration and approval of PHDAs
- Participate in meetings as required to promote the identification, implementation, declaration and the approval of a PHDA

Requirements:

- A relevant degree in the built environment, urban development and/or town and regional planning
- Experience in IGR and geographic information systems or related spatial information systems is
- A minimum of 10 years' experience in the built environment
- Experience in the human settlements environment will be an added advantage
- A valid code 8 (B) drivers' license is essential
- Must be prepared, willing and able to travel extensively

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

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

Closing date for applications: 28 April 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 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.