



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 position:

**Development Manager: Northern Cape**

**Location: Northern Cape**

**Reference: AP-DMNC2018**

**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 Area**

##### **Strategic management**

- Participate in the management of the Regional Office
- Contribute as a manager to the overall effective functioning of the HDA assigned projects in the 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
- Establish a coordinated communication system for all active projects
- Develop and implement a project risk management framework
- Recognise key project constraints facing the projects and coordinating the successful resolution of the challenges
- Develop and manage the implementation of project plans
- Oversee project teams, including internal and external stakeholders as well as participants
- Drive and manage project technical meetings
- Manage and monitor the implementation of a project communication plan
- Manage the project budgets and monitoring variances
- Draft and manage project reporting
- Chair allocated technical and progress meetings
- Manage health and safety on all project sites
- Ensure legal and contractual compliance on all project sites
- Monitor and ensure 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 reference (TORs) for project related procurement
- Evaluate proposals and appointing 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

### **Requirements:**

- A relevant degree in engineering or construction or equivalent built environment discipline
- A valid driver's licence
- Computer literacy
- A relevant project management qualification (minimum NQF 5)
- 10-12 years' experience in a project management role. A minimum of five years of this experience must be at management level
- Recognised professional registration/accreditation
- Experience in housing construction and/or infrastructure-based project management
- Experience in the delivery and project management of low income or affordable housing projects is preferable

Please forward a 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: 5 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: Sacha Meyerson 011 883-5035**

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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.

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