



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).

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

**Development Manager: Gauteng**

**Location: Johannesburg**

**Reference: MIH-DM/06/2018**

**Main Purpose:**

- Initiate potential partnerships with the mining industry on human settlements programmes and projects
- Identify potential opportunities in distressed assets such as bulk infrastructure and housing assets
- Develop stakeholder engagement plans for partnerships initiatives
- To manage all aspects of the Human Settlements Developments projects programme management for mining towns, including programme design, scoping, development agreements and partnership agreements in the PPP environment
- Provide inputs into the programme infrastructure and development contribution arrangements between government and the mining sector on identified priority projects
- Provide development and technical support ranging from planning development rights and project implementation support in mining towns
- Defines, manage and monitor the HDA mining towns projects, provide technical support to various provinces as well as develop support products and tools, lessons learnt and good practices.

**Key Responsibility Areas:**

**Project and programme planning:**

- Prior to starting a project, conduct a comprehensive project planning process that includes delivery of:
  - Comprehensive and development scope
  - Resourcing plans
  - Budget projection and evaluation
  - Programme and project delivery timelines
  - Risk evaluation matrix
- Present completed documents that identify and highlight potential:
  - Risks associated with the development partnerships
  - Opportunities for partnership and development agreements
  - Challenges
- Define and deliver:
  - Project scope

- Detailed project plan with project timeframes and deliverables, and associated communication documents
- Project budget

**Programme development:**

- Develop and maintain the programme
- Align programme to the HDA strategic direction, policy and plans
- Take into account and accommodate sector development and changes in the programme approach and strategy tailored for specific service offering to organs of state

**Develop support tools, products, lessons learnt and best practice:**

- Identify project design, planning, implementation, management and monitoring best practices that emerge from the HDA projects and programmes interventions
- Identify and develop possible support tools, products and opportunities
- Identify and develop opportunities to enhance and improve any existing support tools and products
- Review best practices developed and amend to accurately reflect lessons learnt
- Integrate lessons learnt into new project design, planning, implementation, management and monitoring methodologies

**Programme support and services to clients:**

- Develop project plans to ensure achievement of agreed services
- Define project feasibility factors, resourcing requirements and project deliverables and time frames
- Develop project plans in line with the HDA project service offering
- Develop appropriate terms of reference for the appointment of project resources
- Implement appropriate procurement practices to ensure appointment of required project resources in line with project timeframes
- Reporting in terms of service to client
- Accommodate any changes and /or specific related client request as part of programme offering

**Programme budgeting and financial management:**

- Develop project/ programme budgets in line with agreed feasibilities and available funding
- Monitor project expenditure against budgets and project deliverables
- Address any project budget variances
- Provide feedback and input to overall mining towns budget

**Requirements:**

- A relevant degree or equivalent qualification is, especially in the built environment, development management and development planning
- Knowledge and in-depth understanding of dynamics of mining towns and challenges
- Experience in development partnership will be an added advantage
- Experience in national, provincial and municipal business planning cycles is essential
- Experience in the human settlements environment is critical Computer literacy
- Five years' experience in a project manager role
- Experience in human settlements delivery value chain and business planning is essential
- Experience in housing construction and/or infrastructure based project management
- Experience in the delivery and project management of affordable housing projects is preferable

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:** 24 June 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: Wandile Mhlanga/ Noxolo Phohleli (011) 656 2863**

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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.