



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:

Project Administrator: Limpopo

Location: Limpopo

Reference: MIH-LPA/07/2018

Main Purpose:

- To provide effective site coordination and communication support to facilitate and enable the effective take-over and handover of sites.
- To provide overall administrative support to Project Managers.

Key Responsibility Areas:

Meeting management:

- Arrange and facilitate all site / technical and allocation meetings
- Arrange and facilitate relationship meetings between the contractors and beneficiaries in matters relating to rectifying defects
- Arrange and facilitate all meetings that lead to the successful completion of the project

Project coordination:

- Plan and coordinate inspections
- Coordinate the collection and collation of project documentation
- Coordinate the collection and collation of subsidy documentation as required to facilitate the development process
- Implement Project Managers' communication plan
- Coordinate on site activities as determined by Project Managers
- Coordinate and assist in the collation of all project documentation from contractors
- Coordinate beneficiary matters and ensure resolution of queries and other associated matters
- Resolve unclear ,distorted or indecipherable source documents and locate and correct data entry errors
- Collect source data from various sources ,validate the validity and accuracy of the data
- Coordinate the quality of data that is captured into the database
- Coordinate the storage and safekeeping of source documents

Unit handover/ takeover:

- Arrange and coordinate the takeover of units, keys, certificates etc

- Arrange and coordinate handover of units, keys, certificates etc
- Coordinate training of residents
- Coordinate all installations of technical items after beneficiary handover
- Manage relationships between contractors and beneficiaries relating to rectification of defects

Requirements:

- A diploma certificate or equivalent qualification in a related field
- Competent in MS Project, Outlook, Excel intermediate and Word intermediate
- Two-three years' experience in a similar role

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

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

Closing date for applications: 22 July 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

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.