



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 **Five-year fixed-contract** position:

Specialist: Transformation and Empowerment (X2 positions)

Location: Johannesburg

Reference: MIH-STE/08/GP

Main Purpose: Implement Transformation Strategy, Managing the company's Transformation Scorecard and providing timely reports and updates to the business; provide advice and assistance on company policies and procedures. Ensure compliance with relevant legislation and Acts. Tracking processes and governance.

Key Responsibility Areas:

Quality management:

- Execute the implementation plan and monitoring of Social and Labour Plan by ensuring that implementation plans, processes and policies deliver transformation goals are in place.
- Supporting Manager Transformation and Empowerment in engaging on a regular basis with key stakeholders for the purposes of updates on transformation progress.
- Monitoring, supporting, and reports on community initiatives implemented with external partners.
- 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.

Administration management system design and implementation

- Ensure a record storage system.
- Ensure the effective storage and movement tracking of documents and reports.
- Consolidating and verifying reports and input on data bases to ensure accuracy in data capturing
- Ensure operational software and systems are being used functionally and optimally, information is integrated and readily available for reporting.
- Coordinate and manage project deliverables.
- Monitor and evaluate statuses of each project for reporting purposes.

Transformation and Empowerment

- Report on all and any B-BBEE intervention from a socio-economic perspective in terms of reach and impact.

- Assist 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

Employment equity

- Employment Equity Plan and B-BBEE Strategy and Action Plan.
- Problem solving and developing value-adding strategies, which align BEE legislation and objectives, the spirit of transformation and business strategy.
- Implementation & annual planning and monthly B-BBEE Committee Meetings.
- Where applicable, establish interventions or training programs and advancement opportunity, identifying of obstacles that are present for specified designated groups.

Project management

- 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.
- Responsible for every transformation project from start to finish.
- Ensuring that transformation targets are linked to the human settlement transformation scorecard.

Stakeholder engagements

- Conduct research, network with relevant role-players and make appropriate contact with public sector organisations.
- Gather relevant information (key decision-making processes, strategic choices and timing of priorities)
- Compile presentations promoting transformation in the sector and HDA functions, mandate and role
- Promote the HDA function, mandate and role through delivering presentations, networking with relevant stakeholders.
- Advise and organize appropriate meetings, interventions, appointment, engagements, networking sessions and presentations for Manager Intervention Transformation and empowerment.

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 HR policies and procedures as required.
- Manage risks and address issues as they arise.

Requirements

- A relevant degree in human resources management/ BCom Law /Business Administration.
- A valid driver's license.
- Ability and willingness to travel extensively.

- Computer literacy
- Minimum 10 years' experience in the human resources/ transformation/ change management. A minimum of three years of this experience must be at management level

Please forward a 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: 18 August 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.