



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:

Specialist: Informal Settlements Upgrading

Location: KwaZulu-Natal

Reference: MIH-KZN-02-2018

Main Purpose: To define, manage and monitor the HDA Informal settlement upgrading support programme to organs of state as well as capture or develop support products and tools, lessons learnt and good practices.

Key Responsibility Areas: Programme development: • Develop and maintain the Informal Settlements Upgrading programme • Align the programme to the HDA strategic direction policy and plans • Take into account and accommodate sector development and changes in the programme approach and strategy • Tailor for specific service offering to organ of state • **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 resource management and alignment:** • Procure required project resources through meeting the requirements of the HDA Supply Chain Management policy • Monitor performance and provide feedback to identified project resources • Ensure alignment of external resources to project, regional and internal capacity support on the Programme • **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 ISU budget • **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 and product 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.

Requirements: • A relevant diploma/degree or equivalent qualification (Built Environment/ Development Planning / Project Management) • At least five years' experience in government programmes and human settlement / housing programmes and policies is required • Excellent understanding and at least five years' experience in working with the Public Finance Management Act/Municipal Finance Management Act and public entities • Experience in related human settlements / construction sector and role players in the sector as an added advantage • Willing to travel • Computer literacy.

Please forward a 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: 25 February 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: Noxolo Phohleli/Wandile Mhlanga 011 6562863

Conditions of service: The HDA is an equal opportunity employer • Appointments will be made in accordance with the HDA EE policy • The HDA reserves the right not to make an appointment.