



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:

Programme Coordinator

Location: Mpumalanga

Reference: MIH-MP-02-2018/PC

Main Purpose: To ensure that programmes are fully functional through facilitating, coordinating and supporting the Manager: Support Services with the operational functions and administrative logistics, including programme office support.

Key Responsibility Areas: Programme office Support management: • Develop and implement office management systems that facilitate in the smooth operation of the office and support a pleasant working environment • Assisting with the logistics of site office set up and maintenance requirements at these offices • Managing office procurement requirements • Design and implement business continuity procedures to ensure business stability in the event of a crisis • Attend to health and safety requirements within the office environment • **Document management:** • Facilitate the gathering of relevant information and reports of each programme • Oversee storage and maintenance of existing documents within the document management system • Monitor and update store information and data • Maintain database of service providers, clients and other key stakeholders • **Reporting:** • Compile regular Technical Status Report • Complete electronic document management system reporting • Develop office business dashboard/scorecard • Develop and complete learnings (lessons learnt) report where and when required • Compile expanded public works reports (EPWP) where / when required • Compile portfolio management office (PMO) reports where and when required • Complete programme project reports • **Knowledge management:** • Coordinate and monitor framework for documenting lessons learnt (quarterly reporting) • Monitor and evaluate information from various departments within the programmes • Provide quality analysis of information from departments to provide relevant reports, proposals and recommendations to Regional Manager / Head: National Programme Design and Management • **General programme operational support:** • Ensure new staff receive induction and orientation training and all details are loaded on the relevant Huma Resource systems • Creation and implementation of a system that creates accessible information to all users within the various programmes • Provide operational and administrative support to the regional offices when required • Maintaining a diary and meeting schedules management for the Regional Manager / Head: National Programme Design and Management • Liaise and facilitate relationships with stakeholders including service providers and Government officials with Regional Manager / Head: National Programme Design and Management • Sourcing and booking venues and meetings rooms when required • Ensure set-up for critical meetings are in order (such as tools, documentations, projectors) • Drafting, receiving approvals and distribution of relevant documentation (agendas, minutes, reports, presentations) for meetings as required • Ensuring smooth running of event and quick resolution of any issues on the day.

Requirements: • A Grade 12 certificate or equivalent • A relevant admin or business administration qualification (national diploma) • Five to eight years' experience in a similar role • Competency in Microsoft Office package (Outlook, Excel, PowerPoint, Project and Word) • Experience in basic management.

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: 01 March 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 Employment Equity policy • The HDA reserves the right not to make an appointment.