



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).

*Follow us on Twitter @The\_HDA and on Facebook: TheHDA*

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

**Manager: Built Environment Services - Gauteng**

**Location: Johannesburg**

**Reference: MIH-MBES/08/2018**

**Main Purpose:**

To manage the professional / technical resources within the HDA's Programme and Project Management Office with the aim of ensuring availability and development of relevant skills to support the HDA's attainment of its mandate.

**Key Responsibility Areas:**

**Strategic management:**

- Provide technical input to the strategic planning of the HDA.
- Contribute inputs from the perspective of professional / technical team formulation and development within the HDA.
- Contribute to the overall effective functioning of the HDA Programme and Project Management Office
- Develop a plan to operationalise the unit's strategic performance targets and provide monthly reports against the plan.
- Ensure optimum use and deployment of technical / professional expertise to HDA's priority programmes.

**Technical team management:**

- Manage a team of professionals in the Programme and Project Management Office involved in the scoping of technical requirements to support the Agency's key business operations.
- Participate in the procurement process to develop a preferred technical service provider database.
- Participate in the selection, appointment and management of technical service providers on projects
- Provide regular progress reports on the monitoring and manage of contracted technical service providers across the HDA.
- Coordinate and direct projects, making detailed plans to accomplish goals and directing the integration of technical activities.
- Analyze technology, resource needs, and market demand, to plan and assess the feasibility of projects.
- Direct, review, and approve product design and changes.
- Prepare budgets, bids, and contracts, and direct the negotiation of contracts.
- Develop and implement policies, standards and procedures for the engineering and technical work performed at the HDA.
- Review and recommend or approve contracts and cost estimates.
- Present and explain proposals, reports, and findings to clients.
- Consult or negotiate with clients to prepare project specifications.
- Set scientific and technical goals within broad outlines provided by top management.
- Manage project planning, construction, and maintenance.
- Direct the engineering work related to projects under implementation and distribution projects.

- Plan, direct, and coordinate survey work with other staff activities, certifying survey work, and writing land legal descriptions.
- Management of staff, assign, direct, and evaluate their work; and oversee the development and maintenance of staff competence.
- Perform administrative functions such as reviewing and writing reports, approving expenditures, enforcing rules, and making decisions about the purchase of materials or services.

**People management:**

- Select, assign, lead and manage staff.
- 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.
- Manage and support staff development.
- Develop and manage the implementation of succession plans for key individuals and critical positions.
- Implement the HDA Human Resources policies and procedures as required.
- Manage risks and address issues as they arise.

**Financial management:**

- Develop the operational budget required for the Engineering and Technical Services.
- Manage expenditure against budget.
- Manage procurement in line with the relevant policies and procedures.
- Address any anomalies in spend and budget.
- Report on financial performance for the HDA's Command Centre.

**Compliance management:**

- Manage implementation of work within established policies, systems, procedures, processes and practices.
- Provide advice and assistance to others in order to ensure their compliance with policy and governance procedures.
- Identify areas of non-compliance and implement corrective action.

**Requirements:**

- A relevant engineering degree.
- A postgraduate engineering degree is preferred.
- Extensive experience in strategic management.
- Ten years' experience in large scale built environment, human settlements projects.
- At least five years' experience in a development management and development contract 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](mailto:hda.cv@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.