



The Housing Development Agency (HDA) is a National Public sector development agency that inter alia has the mandate to identify, acquire, prepare and develop suitable land for human settlements. The agency also undertakes the programme and project management for development of housing and human settlements. The HDA carries out its functions in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers and financiers. 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).

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The HDA has the following **permanent vacancy**:

### **Office Manager (Corporate Support)**

**Location:** Gauteng

**Reporting Line:** Head: Corporate Support

**Reference:** AP-OM-42020

**Main Purpose of the Job:** Manage the operation and administration of the Head: Corporate Support (CS) Office and support the coordination of all required operational and administrative processes and procedures within the CS Office.

### **Key Responsibility Area**

#### **Operational and administration management**

- Establish and maintain all administrative processes and systems in the CS's Office.
- Establish and maintain systems and processes for the tracking, monitoring and evaluation of the implementation of all documents and administration in the relevant department/s.
- Undertake the quarterly collation of directorate operational reports including the analysis thereof in relation to expected outcomes and deliverables.
- Co-ordinate the processes of reporting across the CS's Office.
- Co-ordinate, facilitate and undertake the processes for writing, submissions, reports and presentation for Head: CS's Office
- Record minutes on behalf of the Head and ensure follow-up on decisions from meetings.
- Co-ordinate submission of performance contracts and assessments for CS's Office.
- Gather information in support of the Head when addressing internal or external stakeholders
- Ensure efficient and excellent service delivery from the Office.
- Ensure all documents are accounted for and retrievable when needed.
- Ensure confidentiality is maintained at all times.
- Write submissions on behalf of the Head.
- Create and maintain records and document management system for the office of the Head.
- Ensure the Office maintain a high level of professionalism.
- Uphold the HDA values in the department.
- Ensure the Head's office correspondence, diary management and travel arrangements is managed.

- Implement a tracking/monitoring system and ensure that they are maintained.
- Implication and maintenance of general office management.

#### **Document management**

- Facilitate the gathering of relevant information and reports of each unit within the department.
- Oversee storage and maintenance of existing documents within the document management system.
- Monitor, update and store information and data manually and electronically as per policy implementation
- Be the document management gatekeeper for the department.
- Ensure record keeping for the department.

#### **Reporting**

- Provide regular feedback to the Head regarding operational responsibilities.
- Ensure that proper record keeping (statistics) are retained and updated regularly as well as prepare and submit statistical/statutory reporting as appropriate.
- Assist with the preparation of monthly and quarterly reports (procurement/ finance/ performance on Annual Performance Plans (APPs)).
- Collate reports.
- Develop reports as required.
- Develop policy and other related documents as required from time to time.

#### **Financial management**

- Ensure compliance and adherence to HDA procurement and finance management processes both internally and as related to service providers.
- Coordinate and support the monitoring and tracking of CS's Office budget and prepare monthly reports indicating any variances.
- Maintain database of service providers, clients and other key stakeholders and track all procurement and contracts of the CS's Office/ departments.
- Manage and follow up on all Supply Chain Management (SCM) submissions and request.
- Ensure that invoices are submitted on time and payed.
- Ensure that service provider contracts are at hand.
- Received budget from finance department and reconcile monthly.

#### **Ad hoc duties**

- Fulfil any other duties which may be assigned from time to time.
- Follow up on action lists to ensure that they are implemented, and reminders sent relevant people.
- Ensure that all corporate deadlines, governance and compliance must be adhered to.
- Be the risk champion and assist with the mitigation of risk.
- Be the audit champion for the department.
- Project manage of a specific project as an when required.
- Development of process flows.
- Assist with task like ad hoc assistance with travel management.

#### **Requirements**

- A Grade 12/ senior certificate or equivalent qualification
- A relevant office administration or business administration qualification (diploma)
- A degree will be an advantage
- 5-8 years' related experience in a similar role
- Competent and proficient in Microsoft Office package (Outlook, Excel, PowerPoint, Project and Word)
- Experience in administration management

Please click on the link and upload your relevant CV in Microsoft Word format to:

<https://www.affirmativeportfolios.co.za/hda> - (follow the link to the correct reference number for your position and complete the application).

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

**Closing date for applications: 17 May 2020**

CVs received after the closing date will NOT be considered. Kindly take note that if you have not been contacted within fourteen (14) days of the closing date, please consider your application unsuccessful.

**Enquiries: Sacha Meyerson 011 883- 5035 or 0825794252 or Sacham@affirm.co.za**

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**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.