



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 **three-year fixed term contract** position:

**Position: Programme Manager**

**Location: Western Cape**

**Reference: Programme Manager (2020)**

**Main Purpose:** To control and coordinate all material aspects of projects and project managers that are responsible for projects to ensure developments are completed on time, within budget and to specifications while meeting all role-player expectations.

**Key Responsibility Areas:**

**Strategic Management:**

- Contributing as a manager to the overall effective functioning of the PDHS assigned projects in the Province
- Ensuring integration of the different functions within the regional PDHS office to ensure optimal delivery of the PDHS mandate on assigned projects
- Ensure the alignment of projects to the broader PDHS strategy and strategic intention

**Project Management:**

- Establishing and enhancing systems to implement and manage a range of projects and project managers simultaneously
- Establishing a coordinated communication system for all active projects
- Developing and implementing a project risk management framework
- Recognizing key project constraints facing the projects and coordinating the successful resolution of the challenges
- Developing and managing the implementation of project plans
- Overseeing project teams including internal and external stakeholders and participants
- Driving and managing project technical meetings
- Managing and monitoring the implementation of a project communication plan
- Managing the project budgets and monitoring variances
- Drafting and managing project reporting
- Chairing allocated technical and progress meetings
- Managing health and safety on all project sites
- Ensuring legal and contractual compliance on all project sites

- Monitor that projects meet role player requirements
- Manage and implement a professional and technical service to the Provincial Department of Human Settlements and Municipalities within the Province of the Western Cape which includes evaluating the following:
  - Human settlement development project application and planning design against engineering standards and National Housing Code and National Funding programmes such as Human Settlement Development Grant and Urban Settlement Development Grant
  - Business plans, technical manuals for the design of infrastructure, cost effective designs, standard drawings and procedures to incorporate innovative technologies into human settlement development projects
- Manage the planning and implementation of Human Settlement Development projects undertaken by the Provincial Department of Human Settlements which includes the following:
  - Plan and develop new housing and infrastructure projects to be implemented by the Provincial Department of Human Settlements
  - Oversee construction and ongoing monitoring and evaluation of projects planned and implemented by the Provincial Department of Human Settlements

**Project Planning:**

- Managing the project budgeting and cash flows
- Managing the liaison with project related stakeholders
- Managing the development of project roles and resourcing plans
- Manage the allocation of resources (both internal and external) and required outputs
- Managing the development of project plans
- Agreeing project milestones and reporting requirements on projects

**Project Funding Management:**

- Controlling the standard of funding applications
- Monitoring the project funding progress
- Identifying and addressing project funding challenges

**Project Related Procurement:**

- Managing the development of appropriate TORs for project related procurement
- Evaluating proposals and appointing relevant service providers to facilitate project related delivery

**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
- Manage and support staff development
- Develop and manage the implementation of succession plans for key individuals and critical positions
- Implement the PDHS HR policies and procedures as required
- Manage risks and address issues as they arise

**Qualifications & Experience:**

- Relevant Degree in Engineering or Construction or equivalent built environment discipline
  - Driver's licence
  - Computer literacy
  - 10-12 years' experience in a Project Management role. A minimum of 5 years of this experience must be at management level
  - Registration as a Construction Project Manager or other recognized equivalent professional accreditation
  - Experience in housing construction and/or infrastructure-based project management
  - Experience in the delivery and project management of low income/affordable housing projects is preferable
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Please forward a relevant CV (Clearly marked with the reference number of the position) in a Microsoft Word format to [john@isilumko.co.za](mailto:john@isilumko.co.za).

**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.

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**Closing date for applications is 27 November 2020**

**For enquires please contact John Brouckaert on 011 267 2920**