



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.

Follow us on Twitter @The_HDA and on Facebook: TheHDA.

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

COORDINATING MANAGER: STAKEHOLDER & INTERGOVERNMENTAL RELATIONS

REPORTING LINE: Head: Strategic Support
Ref: CM: SIR (2020)

Main Purpose: To assist the Executive: Strategic Support with the development and implementation of the HDA Strategy through the facilitation of an effective national stakeholders and Intergovernmental Relations and to foster collaboration and programme alignment and implementation with various relevant and strategic HDA stakeholders.

Key Performance Areas:

1. Strategy:

- Support the Executive: Strategic Support with the development and implementation of the HDA strategy by ensuring on-going and enhanced stakeholder relations are established and maintained in the Regions, in order for the Executive: Strategic Support's office to execute its strategic mandate
- Develop an intergovernmental relations (IGR) and stakeholder strategy specific to the HDA mandate through scanning the environment, analysing the macro IGR trends and needs for the HDA, with specific attention to relevant National, Provincial, Local Government and private sector stakeholders, covering all provinces
- Facilitate processing of key decisions with National partners to ensure agreement on implementation plan
- Ensure and inform timeous preparation for HDA participation in key IGR Strategic, Organisational and Fiscal planning processes

2. Stakeholder engagement and consultations:

- Conduct research, network with relevant role-players and make appropriate contact with public sector organisations

- Gather relevant information (key decision-making processes, strategic choices and timing of priorities)
- Compile presentations promoting HDA functions, mandate and role
- Promote the HDA function, mandate and role through delivering presentations, networking with relevant stakeholders, representing the HDA as well as addressing any queries on the HDA services offering
- Consult with the relevant public sector bodies to identify areas of mandate alignment
- Manage the drafting and facilitate the conclusion of implementation protocols between the HDA and prioritized public sector bodies
- Advise and organize appropriate meetings, interventions, appointment, engagements, networking sessions and presentations for the Executive: Strategic Support intervention
- Advise the responsible HDA Regional Managers of issues and events of relevance to their areas of responsibility

3. Relationship management:

- Manage and monitor compliance with the key components of the IGR agreements through liaising with key HDA role players tracking performance against the agreement and reporting on progress
- Communicate the status; engage on an on-going basis, through reports, discussions and feedback sessions to Executive: Strategic Support and responsible Regional Manager
- Promote and track the status of the relationships through regular interaction with the partner entity and take sanctioned corrective measures if and when required
- Participate in and/or ensure HDA support to strategic planning and other relevant events/activities of identified public sector bodies
- Advise the responsible HDA Regional Manager of issues and events of relevance to their areas of responsibility and provide the necessary support where issues of IGR and stakeholder management arise

4. Cluster coordination:

- Coordinate the work of the SIR Unit through the Roles and Responsibility Matrix
- Oversee the development and maintenance of the SIR framework, policy and procedures
- Oversee the interaction and engagement with other governmental bodies
- Oversee the representation of the HDA at relevant forums
- Oversee the negotiation and structuring of relevant agreements between the HDA and other governmental bodies

5. Administration:

- Manage the provision of admin support to IGR Fora by
 - scheduling of meeting,
 - preparation of meeting packs,
 - provision of secretariat support to relevant IGR structures convened/managed by the Agency and distribution of minutes,
 - capturing of key decisions and resolutions
 - Develop relevant presentations and reports
- Draft IGR reports on progress against the IGR implementation plan
- Manage own Budget

6. Financial Management:

- Develop the budget required for the Cluster and programmes under oversight
- Manage expenditure against budget for the Cluster and programmes under oversight
- Manage procurement in line with the relevant policies and procedures

- Address any anomalies in spend and budget for the Cluster and programmes under oversight
- Report on financial performance of the Cluster and programmes under oversight

7. 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

8. 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 HDA HR policies and procedures as required
- Manage risks and address issues as they arise

Requirements

- A relevant degree or equivalent is required
- At least ten (10) years proven and relevant experience in an SIR environment and public sector planning with at least five (5) years' experience at a senior management level as well as strategy development is required
- Knowledge, insight and experience of the public sector (Intergovernmental relations, human settlements and built environment development)
- Knowledge of legislation and policies regulating the human settlements sector and the built environment development
- Strategic management and superior communications skills

Closing date for applications is 21 June 2020

For enquires please contact John Brouckaert on 011 267 2920

Please forward a relevant CV (Clearly marked with the reference number of the position) in a Microsoft Word format to 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.
