



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

HEAD: STRATEGIC SUPPORT

REPORTING LINE: CHIEF EXECUTIVE OFFICER

LOCATION: HDA Head Office (Johannesburg)

Ref: Head Strat Support/2020

Main Purpose: To support the CEO's office through development and implementation of the HDA Strategy and management/facilitation of the strategic planning process and all relevant communication, reports and responses required by the HDA for this process. Also ensure that the organisational performance management is adhered to.

Key Responsibility Areas:

1. Strategic Planning and Development Support

- Support the development of the annual HDA strategy in conjunction with internal and external stakeholders
- Assist the CEO with the implementation and communication of the annual strategic plan to all stakeholders
- Assist the CEO with the monitoring of progress against the annual strategic plan on a monthly basis
- Provide any other support to the strategic planning process
- Draft the strategy documents through interpreting, extracting and capturing inputs provided by the Exco members
- Review all the strategic plans (5 year strategy, Annual Strategic plan, Annual Performance plan, Macro Indicators and Mid-year review and any other work plans) to manage consistency of information
- Develop all related presentations for Exco, Board, NDHS and Parliament
- Manage the submission of the final strategic plan and annual performance plan to the NDHS and parliament annually

2. Annual and Quarterly Reporting

- Source relevant information for inclusion in the quarterly and annual reports
- Develop and submit draft quarterly and annual reports to the National Department of Human Settlements (including annexures)

- Manage compliance with reporting deadlines, obligations, channels and standards
- Consolidate and submit an analytical perspective of the Monthly reports submitted
- Manage accuracy and consistency of content in quarterly and annual reports aligned with the APP and Strategic Plan
- Distribute for review to Exco
- Assist the CFO's office with the annual audit when required
- Attend quarterly review sessions of the NDHS

3. Performance and Compliance

- Compiling, monitoring and checking quarterly reports
- Monitoring that portfolio of evidence files are consistent across all departments in terms of expected requirements
- Review portfolio of evidence files for accuracy
- Compile all necessary files for audit purposes
- Understand requirements and findings of the audit and ensure improvements are implemented annually
- Communicate improvements to all necessary committees and stakeholders to ensure consistency
- Manage the finalisation and assessment of the organisation's macro indicators
- Ensure accuracy and alignment between the HDA Strategic plan, APP, quarterly reports and Annual Report in terms of performance plans
- Support Annual Report development and ensure content is aligned and correct and compliant

4. SIR (Stakeholder Inter-Governmental Relation)

- Develop and maintain the SIR framework, policy and procedures
- Manage the interaction and engagement with other governmental bodies
- Represent the HDA at relevant forums
- Manage the negotiation and structuring of relevant agreements between the HDA and other governmental bodies

5. Strategic Projects

- Support the CEO with future Think Tank programmes
- Facilitate the various Strategic Activities for Exco / Senior committees with the HDA
- Any other duties which may be assigned from time to time

6. Financial Management

- Develop the budget required for the Office of the CEO and other required programmes if and when required
- Manage expenditure against budget for the department of the Office of the CEO
- 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

9. Qualifications and Experience:

- A relevant degree in Marketing, Communications, Public Administration, NQF 7 or similar is required
- A post graduate degree is preferred
- Minimum of 10 years relevant experience with at least 5 years at a senior level
- Experience in strategic planning in a public sector environment is required
- Experience in stakeholder and relationship management is required
- Experience in organizational coordination and performance monitoring and reporting is required

Please forward a relevant CV (Clearly marked with the reference number of the position) in a Microsoft Word format to response6@pinpointone.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.

Closing date for applications is 09 March 2020.

For enquires please contact Lucia Mabasa on 011 325 5101