



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 **permanent** vacancy:

MANAGER: STAKEHOLDER and INTERGOVERNMENTAL RELATIONS

Reporting Line: Head: Strategic Support
Ref: HDA Manager: 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 in the Region.

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 order for the Executive: Strategic Support's office to execute its strategic mandate.
- Develop an intergovernmental relations and stakeholder (IGR) 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 the 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 the HDA functions, mandate and role.

- Promote the HDA functions, 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 prioritised public sector bodies.
- Advise and organise 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 the HDA's support to strategic planning and other relevant events/ activities of identified public sector bodies.
- Advise the HDA regional managers 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. Administration:

- Manage the provision of admin support to IGR fora by
 - scheduling of meetings,
 - 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.

5. Requirements:

- A relevant degree or equivalent.
- At least five (5) years of proven and relevant experience in an IGR environment and public sector planning as well as strategy development.
- 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.

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.

Closing date for applications is 17 May 2020.

For enquires please contact John Brouckaert on 011 267 2920