



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 is 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).

The HDA has the following **three year fixed term** contract positions:

**Officer- Leasing**

**Location: Gauteng**

**Reference: LEOGP/12/2017**

**Main Purpose:** To maintain day to day accounting, administrative and leasing services relating to HDA property portfolio in order to meet legislative requirements and support operations .

**Key Responsibility Areas:**

- **Managing of existing Lease Portfolio**
  - Ensure proper documentation of all the lease contracts
  - Ensure continuous alignment between lease contracts, systems information and site information
  - Manage and execute all dates, notices and lease obligations
  - Ensure HDA (landlord) and tenant compliance to all contract conditions
- **Identify leasing opportunities/ Market Research**
  - Identify all possible leasing opportunities for the portfolio
  - Identify potential tenants(users) and avail the opportunities identified to the market
  - Negotiate and conclude best possible and cost-effective leases
- **Credit and Debt Management**
  - Prepare credit vetting for new tenants
  - Ensure accurate rent billing and rent receivable
  - Ensure collection of current and outstanding rent
  - Institute legal proceedings for uncollectable rent debt
- **Utilities Management**
  - Ensure all utilities and tax (rates) invoices are received and paid
  - Verification of accuracy of invoices before approval for payment
  - Ensure recovery of utilities costs from users/tenants
- **Property Management System and reporting**
  - Ensure all leases and property information is captured on the system
  - Ensure data integrity
  - Provide regular reports

- **Qualifications & Experience:**

- A relevant qualification in the facilities and property and/or real estate management environment
- Working knowledge of real estate law, principles and practice is required
- Excellent communication and negotiation skills
- Experience in the public sector environment will be added advantage
- 2 to 3 years' experience in the leasing management environment is required ☐ Drivers' license
- Computer literacy in Microsoft Package

Please forward relevant CV in a Microsoft Word format to [recruitment@labournet.com](mailto:recruitment@labournet.com) (Clearly marked with the reference number of the position).

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

**Closing date for applications:** 09 December 2017

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

**Enquiries:** Karabo Moerane, tel. 011 010 590 9422

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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.

Please do not send certificates, diplomas or testimonials. We thank all applicants for their interest. Communication will be conducted with short-listed applicants only.