



The Housing Development Agency (HDA) is a national public sector development agency that acquires, prepares and develops the land. We also project manage the development of sustainable human settlements. We carry out our activities in partnership with a range of stakeholders, including national, provincial and local government, as well as 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 Water and Sanitation. 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:

Job Title: Regional Manager

Location: HDA Office/ Regional Offices

Reference: Regional Manager HDA (HDA RM 01)

Main Purpose: To plan and manage the delivery of various provincial programmes in line with the agreements and service delivery standards.

Key Responsibility Areas:

Strategic management: • Provide required and relevant information, insights and influence on the HDA strategic planning process • Participate in finalising the strategic plan and organisation's annual performance plans • Define targets and strategies for team to implement in support of the achievement of the HDA strategic objectives • Develop unit operational plans to facilitate achievement of the organisational strategy.

Contract management (management of Medium-term Operational Plan (MTOs) and other Service Level Agreements (SLAs)): • Interpret the programming decisions taken at Board, EXCO and Steering Committee levels and develop implementation plans to manage that work is done in the specific functional area • Manage the development of operational plans and capacity requirements to implement contracted work as required by the HDA strategy • Manage optimal utilisation and mobilisation of resources across other organs of state (province, municipalities and other public bodies) • Work within the agreed protocol/agreements with provinces or local authorities • Support and advise functionaries in respect of their operations and interface with provinces/ municipalities and ensure coordination across the functionaries.

Stakeholder engagement and consultations: • Network with relevant role-players and make appropriate contact with public sector organisations • Identify and explore possible new work opportunities with partners in the provinces and with existing clients • Align work opportunities to the HDA strategy as well as role and function of provincial office • Gather relevant information (key decision-making processes, strategic choices and timing of priorities) • Promote the HDA function, mandate and role through delivering presentations and representing the HDA as well as addressing queries on the HDA service offering • Consult with the relevant public sector bodies to identify areas of mandate alignment to inform the structuring of operational programmes and plans • Establish processes to ensure full, end-to-end coordination between all involved parties • Troubleshoot and unblock issues affecting execution of the HDA work and services.



Provincial programme management (multiple provincial offices): • Manage overall support to ensure the effective functioning of the HDA services in the provinces • Establish clear, written and explicit work processes and procedures and set up systems and methodologies to monitor the execution and performance of work of all staff • Review work processes and recommend corrective actions/improvements enhancing the performance and effectiveness of HDA programmes • Manage control of quality and quantity of work performed, guide the team and carry the overall responsibility for the task fulfilment as per the operational plan • Manage that the operation support plan and programme for the work includes and addresses: a) Detailed project plans and necessary and satisfactory project procedures are established to direct all project work in order to maintain timely execution and quality of work. b) Results are compiled, documented and forwarded to in required format, quantity and quality, and ensure timely and correct presentation and explanation of results. c) Risks are proactively managed; d) Progress review and coordination meetings are held regularly with key project team members, and other project stakeholders e) Progress is diligently monitored, and that bottlenecks and related issues are proactively tracked) Costs are properly and orderly tracked and maintained within approved project budgets g) Project schedules are followed, and deadlines are met.

Financial management: • Develop the budget required for the various programmes • Manage expenditure against budget • Manage procurement in line with the relevant policies and procedures • Address any anomalies in spend and budget • Report on financial performance of the programmes.

People management: • Select, assign, lead and manage staff • 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 Human Resources policies and procedures as required • Manage risks and address issues as they arise.

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.

Requirements: • A minimum of a degree in public administration, development management, planning studies and/or built environment or an equivalent is required • Five (5) years' proven and relevant experience in public sector planning and public programme implementation • Experience with managing various programme within different provinces and preferably in the human settlements sector • Knowledge, insight and experience of the public sector human settlements and built environment development • Knowledge of legislation and policies regulating the human settlements sector and the built environment development • Management and communication and negotiation skills • Ability and willingness to travel extensively.

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 12 December 2019.

For enquires please contact John Brouckaert on 011 267 2920