

The Housing Development Agency (HDA) is a national public development agency that promotes sustainable communities by making well-located and appropriately planned land and buildings available for the development of housing and human settlements. As its primary activity, the Agency assembles and releases public, private and communal land for development. Its main objectives are to identify, acquire, hold, develop and release well-located land and buildings, and to provide project management support and housing development services. The HDA also intends to grow its mandate as a developer 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 Fixed Term Contract Position:

## Development Manager

**Location:** HDA Regional Office - Cape Town

**Ref:** JFB/DM/2016

**Main Purpose:** To control and coordinate all material aspects of projects and project managers that are responsible for projects to ensure developments are completed on time, within budget and to specifications while meeting all role-player expectations.

**Key Performance Areas: Strategic management:** •Participate in the management of the Regional Office •Contribute, as a manager, to the overall effective functioning of the HDA assigned projects in the KwaZulu-Natal (KZN) Province •Ensure integration of the different functions within the regional office to optimise delivery of the HDA mandate on assigned projects •Ensure the alignment of projects to the broader HDA strategy and strategic intention. **Project management:** •Establish and enhance systems to implement and manage a range of projects and project managers simultaneously •Establish a coordinated communication system for all active projects •Develop and implement a project risk management framework •Recognise key project constraints and coordinate the successful resolution of the challenges •Develop and manage the implementation of project plans •Oversee project teams; including internal and external stakeholders and participants •Drive and manage project technical meetings •Manage and monitor the implementation of a project communication plan •Manage the project budgets and monitor variances •Draft and manage project reporting •Chair allocated technical and progress meetings •Manage health and safety on all project sites •Ensure legal and contractual compliance on all project sites •Monitor that projects meet role-player requirements. **Project planning:** •Manage the project budgeting and cash flows •Manage the liaison with project related stakeholders •Manage the development of project roles and resourcing plans •Manage the allocation of resources (both internal and external) and required outputs •Manage the development of project plans •Agree on project milestones and report on requirements on projects. **Project funding management:** •Control the standard of funding applications •Monitor the project funding progress •Identify and address project funding challenges. **Project related procurement:** •Manage the development of appropriate terms of references for project related procurement •Evaluate proposals and appoint relevant service providers to facilitate project related delivery. **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 Human Resource policies and procedures as required •Manage risks and address issues as they arise.

**Requirements:** •A relevant degree in engineering or construction or equivalent in the built environment discipline •A valid driver's licence •Computer literacy •10 - 12 years' experience in a project management role with a minimum of 5 years' of this experience at management level •Registration as a construction project manager or other recognised equivalent professional accreditation •Experience in housing construction and/or infrastructure based project management •Experience in the delivery and project management of low income/affordable housing projects is preferable. **Leadership competencies:** •Advocacy and lobbying •Change management •Developing others •Delivery leadership •Motivating •Organisational awareness and effectiveness •Organisational - health view •People management •Public and private partnering •Strategic leadership •Strategic planning and annual performance planning •Team leadership. **Service competencies:** •Customer/Citizen service and orientation •Networking •Relationship management •Stakeholder engagement •Team player. **Behavioural competencies:** •Conflict resolution and resilience •Decision making •Drive to deliver •Ethics and integrity •Influencing •Learning and development •Planning and organising •Problem analysis and solving •Professionalism •Resilience •Systems and process thinking skills.

To apply for the above position, please forward a relevant CV in Microsoft Word format to [john@isilumko.co.za](mailto:john@isilumko.co.za) clearly marked with the title and reference number of the position.

**Enquiries:** John Brouckaert, tel. 011 267 2920.

### **CLOSING DATE FOR APPLICATIONS: 2 OCTOBER 2016**

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

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

**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.