



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.

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

Development Manager

Location: KZN

Reference: AP – DM2017

Relationships:

Internal

- Programme Manager
- Provincial Manager
- Project Teams
- Finance Department

External

- Contractors
- Service Providers
- Provincial Department of Human Settlements
- Municipalities
- Relevant Provincial Departments

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 Responsibility Areas:

Strategic Management • Participate in the management of the Regional Office. • Contributing as a manager to the overall effective functioning of the HDA assigned projects in the Province • Ensuring integration of the different functions within the regional office to ensure optimal delivery of the HDA mandate on assigned projects • Ensure the alignment of projects to the broader HDA strategy and strategic intention.

Project Management • Establishing and enhancing systems to implement and manage a range of projects and project managers simultaneously • Establishing a coordinated communication system for all active projects • Developing and implementing a project risk management framework • Recognizing key project constraints facing the projects and coordinating the successful resolution of the challenges • Developing and managing the implementation of project plans • Overseeing project teams including internal and external stakeholders and participants • Driving and managing project technical meetings • Managing and monitoring the implementation of a project communication plan • Managing the project budgets and monitoring

variances • Drafting and managing project reporting • Chairing allocated technical and progress meetings • Managing health and safety on all project sites • Ensuring legal and contractual compliance on all project sites • Monitor that projects meet role player requirements.

Project Planning • Managing the project budgeting and cash flows • Managing the liaison with project related stakeholders • Managing the development of project roles and resourcing plans • Manage the allocation of resources (both internal and external) and required outputs • Managing the development of project plans • Agreeing project milestones and reporting requirements on projects

Project Funding Management •Controlling the standard of funding applications • Monitoring the project funding progress • Identifying and addressing project funding challenges

Project Related Procurement • Managing the development of appropriate TORs for project related procurement • Evaluating proposals and appointing 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 HR policies and procedures as required • Manage risks and address issues as they arise

Qualifications & Experience

Relevant Degree in Engineering or Construction or equivalent built environment discipline

Driver's licence

Computer literacy

10-12 years' experience in a Project Management role. A minimum of 5 years of this experience must be at management level

Professional Registration as a Construction Project Manager or other recognized equivalent professional accreditation would be preferred

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.

Please forward relevant CV in a Microsoft Word format to **applicationsjhb@affirm.co.za** (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: 02 September 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: Sacha Meyerson 011 883-5035

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.