



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](http://www.thehda.co.za).

*Follow us on Twitter @The\_HDA and on Facebook: TheHDA.*

The HDA has the following **five (5) year fixed-term** contract vacancy:

## **CHIEF OPERATIONS OFFICER**

**REPORTING LINE: CHIEF EXECUTIVE OFFICER**

**LOCATION: HDA HEAD OFFICE – JOHANNESBURG**

**REFERENCE: HDA COO/2020**

**Main Purpose:** To implement and manage the core business of the HDA as an effective national human settlements delivery vehicle and to drive the delivery and mandate as set down in the HDA Act.

### **Key Performance Areas:**

#### **1. Strategic vision and leadership**

- Define and develop the existing strategic vision for the HDA with input from the CEO, Board, management and sector key role players.
- Communicate strategic vision to internal and external stakeholders.
- Develop and continuously implement a culture of performance, critical assessment, accountability and responsibility within the entire organisation.
- Holistic understanding of the South African property development sector as a whole.
- Have the insight to recognise the property and build environment opportunities and steer the HDA into a flexible and innovative industry leader.
- Assist the CEO and the Board to create shareholder and another strategic stakeholder value.
- Acts as a strategic partner on the leadership team and works closely with the team to ensure they are meeting performance expectations.
- Coaches and develops the team to ensure they are delivering against key business metrics.
- Provide methods to improve quality, efficiency and productivity, reduce costs, increase efficiencies and effectiveness of the organisation and improve control measures.
- Works collaboratively to develop and/or improve systems, processes, controls and procedures that improve the overall efficiency of the HDA and insure excellent services.
- Work autonomously while ensuring CEO expectations are readily met and exceeded.

## **2. Operational strategy**

- Implement, manage, oversee the core business of the HDA.
- Ensure development and implementation of a functionally integrated business plan that is aligned to strategic vision.
- Build an effective, aligned, integrated, dynamic, high performance management team.
- Oversee performance of the HDA core deliverables to ensure achievement of strategic plans, objectives and goals.
- Ensure overall core business success of the HDA within the sector and fast-track projects by developing a flexible matrix.
- The incumbent must have the ability to establish and grow the HDA's role as a developer of human settlements.

## **3. HDA development and growth**

- Build and maintain a strong stakeholder network of potential key stakeholders, funders and partners.
- Develop the HDA to deliver its mandate, achieve its reputational goals and financial sustainability goals.
- Build and sustain long term, credible, trusting and mutually beneficial relationships with other organs of the state.
- Interface with spheres of government to achieve improved integrated sustainable human settlements development.
- Build the HDA profile and image within the human settlement / housing sector.

## **4. Governance**

- Implement policies and procedures and ensure compliance with policies and legislation (e.g. Public Finance Management Act compliance, HDA Act etc.).
- Interface and manage Board governance via the CEO.
- Facilitate effective compliance with good corporate governance prescripts.

## **5. People management**

- Lead and develop a team across multiple locations and over various functions.
- Select, assign, lead and manage direct reports.
- Set clear objectives for self and others and measure achievements against these objectives through implementation and monitoring of the performance management system.
- Build and manage relationships with staff members.
- Provides mentoring as a cornerstone to the management career development programmes.
- Develop and manage the implementation of succession plans for key individuals and critical positions.
- Ensure compliance of all HDA policies and procedures.
- Manage risks and address staff issues as they arise.

## **6. Financial management**

- Develop the operational and capital budget.
- Manage expenditure against budget.
- Manage procurement in line with the relevant policies and procedures.
- Address any anomalies in spend and budget and review financial performance for the various units.

## **7. Requirements:**

- A civil engineering degree with MBA qualification.
- Ten (10) years executive management experience in the housing sector.
- Demonstrated implementation of values-based management and adherence to corporate governance principles.

- Demonstrated industry and organisational achievements.
  - Familiar and experience with the Intergovernmental Relations Framework.
  - Familiarity with public sector land asset management legislation and regulations.
  - Extensive experience in the human settlement's environment with particular emphasis on development of land for human settlement.
  - Demonstrated implementation of leading and managing an organisation encouraging the core values of performance orientation, excellence, accountability and teamwork.
- 

Please forward your relevant CV (Clearly marked with the reference number of the position) in a Microsoft Word format to [nhlanhla@oceanahrp.co.za](mailto:nhlanhla@oceanahrp.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 Nhlanhla Ntuli, Tel (010) 446 7718**