



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 Five Year Fixed-Term Contract position:**

**Development Manager – Project Packaging**

**Location: Johannesburg, Head office**

**Reference: JHB001010**

**Main Purpose:** To package and manage the implementation of human settlement projects within the relevant development policy framework and guidelines.

**Duties**

**Strategic Management :** Contributing to the overall HDA projects in provinces and different programmes • Ensure function integration within the development management unit • Alignment of projects to the organisational strategy • Participate in Strategic planning • Provide insight into built environment • Develop a plan to operationalise the strategic unit performance targets and do monthly reports • **Project Packaging:** Develop project packaging framework and guidelines • Developing and enhancing systems to implement and manage projects and managers simultaneously • Develop and implement a project risk management framework • Develop and manage the implementation of project plans • Overseeing project teams and stakeholders • Manage project technical meetings • Manage and monitor project implementation communication plans • Manage project budget & monitor variances • Draft and manage project reports • Manage health and safety in all projects • Ensure legal and contractual compliance. **Development Management:** Compile development management frameworks and policies • Procure and appoint technical teams • Develop project and programme plans and budgets • Manage contract implementation and address non-performance where required • Manage development implementation in line with project plans • Report on development implementation and management progress. **People Management:** Select, assign, lead and manage people • Set and monitor performance target against defined objectives • Build and manage relationships with the staff members • Manage and support staff development • Develop and manage implementation of succession plans • Implement HR policies and procedures when required • **Financial management:** Develop the operational and capital budget • Manage expenditure against budget • Manage procurement in line with relevant policies and procedures • Address any anomalies in spend and budget • Report financial performance for the unit. **Compliance Management:** Manage implementation of work within established policies, systems, procedures,

processes and practices • Provide advice and assistance to others to ensure compliance with policy and governance procedures • Identify areas of non-compliance and implement corrective actions.

**Qualifications and Experience:** Relevant degree in planning, engineering or construction equivalent in built environment discipline • 10 – 12 years experiences in project management role • 5 years' experience in management level • Registration as a construction project manager or other recognized professional accreditation • Experience in housing planning and/or construction and/or infrastructure based project management • Experience in delivery and project management of low income/affordable housing projects is preferred.

Please forward a relevant CV in a Microsoft Word format to [BENV@Yaweehc.co.za](mailto:BENV@Yaweehc.co.za) (Clearly marked with the reference number of the position) or apply online from our website [www.yaweehc.co.za](http://www.yaweehc.co.za)

**Enquiries: Thumeka Mtwentwe , Tel. 010-003-0370 / 087 260 2300**

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

**Closing date for applications:** 26 August 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.

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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.