



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 **three-year fixed-term** contract position:

**Development Manager (Western Cape)**

**Reference: DMWC/07/2017**

**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:** • Contributing as a manager to the overall effective functioning of the HDA assigned projects in the province • Ensuring integration of the different function within the regional office to ensure optimal delivery of the HDA' mandate on assigned projects
- Project Management:** • Establish and enhance systems to manage a range of projects and project managers simultaneously • Oversee the management of project teams including internal and external stakeholders and participants • Proactively manage changes in project scope, identify potential risks and devise contingency plans • Develop and implement risk management plans and strategies for housing and related services projects • Drive and manage project technical meetings • Manage the project budgets and monitoring variances • Draft and manage project reporting • 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, cash flows, related stakeholders, development of project roles, resourcing roles and allocation of resources (both internal and external • **Project Funding Management** • Control and monitor the standard of funding applications and project funding progress • Identify and address project funding challenges
- Project Related Procurement** • Evaluate proposals and appoint relevant service providers to facilitate project related delivery
- People Management** • Set clear objectives for self and others and measure achievements against these objectives through implementation of the performance management system. 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.

**Requirements:** A relevant degree in engineering or construction or equivalent built environment discipline • A valid driver's licence • Computer literacy • A relevant project management qualification (minimum NQF 5) • 10-12 years' experience in a project management role. A minimum of five years of this experience must be at management level • Recognised professional registration/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.

Please forward relevant CV (Clearly marked with the reference number of the position) in a Microsoft Word format to [recruitment@labournet.com](mailto:recruitment@labournet.com).

**CLOSING DATE FOR APPLICATIONS: 15 July 2017**

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

CVs received after the closing date will NOT be considered. If you do not hear from us within fourteen (14) days of the closing date, please consider your application unsuccessful. Please do not send any certificates, diplomas or testimonials. We thank all applicants for their interest. Communication will be limited to short-listed applicants only.

**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.

Working for integration

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