



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 **permanent** vacancy:

### **Operations Support Coordinator**

**Location:** Gauteng

**Reporting line:** Company Secretary

**Reference:** AP-OSC-42020

**Main Purpose of Job:** To ensure that the Company Secretary unit is fully functional through facilitating, coordinating and supporting the Company Secretary with the operational functions and administrative logistics.

#### **Key Responsibility Areas:**

##### **Company Secretary unit support**

- Develop and implement office management systems that facilitate the smooth operation of the office and support a pleasant working environment.
- Assist with the logistics of site office set up and maintenance requirements at these offices
- Manage office procurement requirements.
- Design and implement business continuity procedures to ensure business stability in the event of a Crisis.
- Attend to health and safety requirements within the office environment.

##### **Document management**

- Facilitate the gathering of relevant information and reports of the business unit.
- Assist with the collation and the setting up of the unit's budget.
- Oversee storage and maintenance of existing documents within the document management system.
- Provide training to users, (e.g. project teams, project administrators) on usage of electronic version of the document management system.
- Monitor and update stored information and data.
- Maintain database of service providers, clients and other key stakeholders.

### **Reporting**

- Provide regular feedback to the Head of Business Unit regarding operational responsibilities.
- Ensure that proper record keeping (statistics) are retained and updated regularly and prepare and submit statistical/statutory reporting as appropriate.
- Assist with the preparation of monthly and quarterly performance reports.

### **Financial planning and management**

- Assist in preparing the Head of Business Units' office budget and monitor and track expenditure.
- Ensure compliance and adherence to the HDA procurement processes both internally and as related to service providers.
- Manage variance reporting in conjunction with the Head of Business Unit.

### **General operations support**

- Ensure new staff receive induction and orientation training and all details are loaded on the relevant HR systems.
- Creation and implementation of a system that creates accessible information to all users within the various programmes.
- Provide operational and administrative support to the regional offices as and when required.
- Maintain a diary and meeting schedules management for the Head of Business Unit.
- Liaise with and facilitate relationships with stakeholders including service providers and government officials with the Head of Business Unit and HDA management.
- Sourcing and booking venues and meetings rooms when required.
- Ensure set-up for critical meetings are in order i.e. tools, documentations, projectors and all necessary items.
- Draft, receive approvals and distribute relevant documentation (agenda's, minutes, reports, presentations and all other relevant documents) for meetings as required.
- Ensure smooth running of event and quick resolution of any issues on the day.

### **Requirements**

- A Grade 12 or senior certificate.
- A relevant administration or business administration qualification (national diploma).
- 5-8 years' experience in similar role.
- Competent in Microsoft Office package (Outlook, Excel, PowerPoint, Project and Word).
- Experience in basic management.

Please click on the link and upload your relevant CV in Microsoft Word format to:

<https://www.affirmativeportfolios.co.za/hda> - (follow the link to the correct reference number for your positions and complete the application).

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

**Closing date for applications: 17 May 2020**

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.

**Enquiries: Sacha Meyerson 011 883- 5035 or 0825794252**

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**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.