



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.

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

Officer: Property Management
Location: Gauteng, Head Office
Reference: Off:PRMGAU/06/2017

Main Purpose: To manage all maintenance and other service contracts for land and landed properties.

Key Performance Areas: Building services: • Identify all possible services contract per land and building • Define the nature of services required per land and building • Prepare service costs recovery plans where relevant • Ensure all buildings comply with the requirements of building regulations and standards.

Procurement and appointment of service providers: • Develop technical specification required to deliver required standards and quality of services • Source quotes for services where relevant • Prepare specification documentation for consideration by the Bid Specification Committee • Participate in the procurement process to provide technical input in the selection and appointment of service providers • Manage, monitor and report on service level agreements performance by independent service providers costs incurred for services provided • Monitor the performance of service providers • Address any service delivery level challenges. **Risk and legal compliance:** • Conduct risk assessments and develop mitigating measures for all land and buildings • Ensure all land and buildings are compliant with the Occupational Safety and Health Act. Ensure all land and buildings meet fire prevention/regulation requirements • Ensure all land and buildings are compliant with local municipal by-laws, all buildings are regularly checked and physically secured and issuance of insurance cover of all properties on the portfolio • Where practical, ensure properties are fenced-off to prevent dumping, illegal occupation and other illegal activities.

Property and asset management: • Implement property management policies, procedures and practices • Ensure that all HDA properties are effectively managed and maintained • Ensure that effective legal agreements are in place for all properties that are in use, all utilities and tax (rates) invoices are received and paid and all services costs (holding costs) are recorded/captured against each property • Manage client relationships with HDA tenants Participate and contribute to community policing forums where properties located • Verify accuracy of invoices before approval for payment and accuracy of asset ownership status on an ongoing basis • Prepare and submit relevant documentation to facilitate payment of invoices • Draw all required reports **Lease:** • Implement the HDA lease management policy. **Management:** • Administer municipal rates and taxes and other utilities • Ensure recovery of utilities from tenants, rates, refuse, and related sources • Engage with tenants in terms of leasing function • Engage with internal HDA units on leasing function.

Requirements: A relevant qualification in the facilities and property and/or real estate management environment • Experience in the public sector facilities management environment is preferred • Three to Five years' experience in the property management or facilities management environment • Experience in the human settlements environment is preferable.

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

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

CLOSING DATE FOR APPLICATIONS: 02 July 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: Karabo Moerane, tel. 010 590 9422

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.