



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-years' fixed-term contract positions**:

**PROJECT ADMINISTRATOR (X2 posts)**

**Location: Gauteng, Head Office**

**Reference: JHB001083**

**Main Purpose:** To provide effective site coordination and communication support to facilitate and enable the effective take-over and handover of sites.

**Key Performance Areas: Meeting Management:** Arrange and facilitate all site / technical and allocation meetings • Arrange and facilitate relationship meetings between the contractors and beneficiaries in matters relating to rectifying defects • Arrange and facilitate all meetings that lead to the successful completion of the project • **Project Coordination:** Plan and coordinate inspections as per the Clerk of Works projections • Coordinate the collection and collation of project documentation • Coordinate the collection and collation of subsidy documentation from the contractors • Implement Project Managers communication plan. Coordinate on site activities of donor programmes • Coordinate and assist in the collation of all project documentation from contractors. **Unit handover/Takeover:** Arrange and coordinate the takeover of units, keys, certificates etc. Arrange and coordinate handover of units, keys, certificates etc. Coordinate training of residents. Coordinate all installations of technical items after beneficiary handover. Manage relationships between contractors and beneficiaries relating to rectification of defects

**Requirements:** A Grade 12 or similar qualification. Diploma certificate or similar in related field. Competent in MS Project, Outlook, Excel intermediate and Word intermediate. Two to Three years' experience in a similar role.

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

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

**Closing date for applications: 21 October 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:** Thumeka Mtwentwe, tel. 010 003 0370

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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.