



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 **three year fixed term** position:

**Project Administrator**

**Location: Gauteng**

**Reference: AP-PA2017**

**Relationships:**

**Internal**

- Development Manager
- Project manager
- Project Team Members

**External**

- Service Providers

**Main Purpose of Job:** To provide effective human settlements projects coordination and communication support to facilitate and enable the effective take-over and handover of units.

**Key Responsibility Area:**

**Meeting Coordination**

- Arrange and facilitate all site / technical, progress and allocation meetings
- Arrange and facilitate relationship meetings between the HDA and projects stakeholders
- Arrange and facilitate all meetings that lead to the successful completion of the project.

**Project Coordination**

- Assist Project Managers with project administration, finance and reporting
- Coordinate the collection and collation of project documentation
- Coordinate the collection and filling of subsidy applications
- Implement Project Managers communication plan
- Coordinate on project site activities and travelling claims

**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 user-education
- Coordinate all installations of technical items after beneficiary handover.
- Manage relationships between contractors and beneficiaries relating to rectification of defects

**Qualifications & Experience**

- Grade 12 or similar qualification
- Diploma certificate on administration or similar in related field
- Competent in MS Project, Outlook, Excel intermediate and Word intermediate
- 2-3 years' experience in a similar role

Please forward relevant CV in Microsoft Word format to [applicationsjhb@affirm.co.za](mailto:applicationsjhb@affirm.co.za) (Clearly marked with the reference number of the position)

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

**Closing date for applications:** 02 September 2017

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: Maxine Bull 011 883- 5035**

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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.