



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-years' fixed-term** contract position:

Quantity Surveyor

Location: Gauteng

Reference: MIH-GP-10-2017/2

Main Purpose: To develop, manage and implement systems and procedures to ensure the effective and efficient management of projects contracts, implementation plans, on-going cost analysis and risk analysis valuations, budgets and overall operations, as well as carrying out feasibility studies on projects and generally being a team player in the National Technical Team. The ideal candidate would be responsible for the cost of any building project - from initial estimates, right through to the final acquisition of materials, seeking funding sources and submitting bids.

Key Responsibility Areas: **Quantity surveying** • Preparation of contracts, including details regarding quantities of required materials • On-going cost analysis of maintenance and repair work • Feasibility studies of client projects • Analysing completed work and arranging payment to service providers • Site visits, assessments and projections for future work • The ideal candidate would be responsible for the cost of any building project - from initial estimates, right through to the final acquisition of materials, seeking funding sources and submitting bids • Prepare plans, contracts, budgets, bills of quantities and other documentation • Perform risk analysis evaluations • Cost control • Writing reports • Preparing and submitting final accounts • Providing advice and forecasts about costs • Prepare tender and contract documents • Undertake cost analysis for repair and maintenance work • Advise on procurement strategy • Enable clients to initiate construction projects • Advise on maintenance costs of specific buildings. **Budgeting and financial reporting** • Prepare draft unit budgets for review and confirmation by Manager: NTT • Monitor expenditure against budget and implement corrective action as required • Implement budget processes within Department to ensure compliance, tracking and reporting • Manage budget exception process • Implement budget corrective action. **Financial management** • Collect and collate financial information for the unit or its clients • Prepare draft financial reports for review and confirmation • Track and allocate costs to defined cost centres and codes • Review allocations and ensuring accurate financial reporting • Manage all financial reporting obligations as required • Manage monthly reporting of actuals against budgets pertaining to projects • Manage monthly reporting of cashflows pertaining to projects • Develop a monthly tracking and reconciling system for projects' capital and operational expenditure • Develop a system to facilitate the reconciliations of finance/budgets • Maintain projects' information (contracts, invoices, amendments, etc.) to support business unit • **Governance and administration** • Manage good governance and compliance with audit, as well, as legislative requirements • Liaise with internal and external auditors • Manage the overall unit finances to ensure they are run effectively and that accurate financial information is provided • **Contract management** • Review compliance requirements in contracts signed between HDA and different organisations • Identify compliance requirements • Develop compliance tracking system • Ensure that contractual compliance requirements are met • Develop required reports and documentation to facilitate the meeting of contract requirements • **Operational implementation planning** • Develop draft implementation financial plans to ensure that the required contribution from the business unit is met • Develop tracking systems and mechanisms to ensure performance against implementation plans is met • Liaise with projects and contribute to integrated performance reports • Assist with identifying areas requiring improved performance • Identify potential corrective action to be taken • **Strategic Reporting** • Collect and collate unit and project reports against required performance • Draft NTT inputs into Quarterly reports and ensure reporting is done timeously • Submit supporting information as required • **Procurement** • Manage departmental procurement to ensure compliance with the SCM policy • Draft required TOR's procurement reports and motivations as necessary • Ensure payment of expenses related to department through following procurement procedure • Manage and coordinate all procurement documentation • Prepare tender and contract documents • Perform risk, value management and cost control • Advise on procurement strategy and be prepared to undertake a role in BEC/BAC committees • **Administrative support** • Liaise with relevant stakeholders • Research and prepare required documentation as necessary • Prepare relevant reports as required • Develop and implement appropriate administrative systems to facilitate improving overall Department efficiency.

Requirements: • Minimum of B. Tech in Quantity Surveying • Possess impressive numeracy skills to handle financial and mathematical demands of the role • Budgeting skills • Organisational and planning skills • A minimum of five years' relevant experience in Q.S. and Project Finance • The applicant must be able to demonstrate the necessary competencies through past experience • Must be proficient in Advanced Excel, be meticulous, accurate, methodical and systematic.

Please forward relevant CV in a Microsoft Word format to hda.cv@mihrecruitment.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: 29 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: Noxolo Phohleli/Wandile Mhlanga 011 6562863

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.