



An agency of the National
Department of Human
Settlements

The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develops the land and project manages 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

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

Project Manager

Location: Gauteng

Ref: PMGAU/2017

Main Purpose: To manage all aspects of the human settlements development projects and to ensure timeous delivery, within budget and to the required specifications.

Key Performance Areas: Project planning: •Conduct comprehensive project planning prior to commencement of projects •Present completed documents that identify and highlight potential risks, opportunities and challenges •Define and deliver detailed project plans and project budget.

Project management: •Establish and enhance systems to manage a range of projects and project managers simultaneously •Oversee the management of project teams including internal and external stakeholders and participants •Proactively manage changes in project scope, identify potential risks and devise contingency plans •Develop and implement risk management plans and strategies for housing and related services projects. **Project administration:** •Drafting, submission and presentation of housing and services project related management reports. **Quality control:** •Ensure compliance with legal, contractual and safety requirements. **People management:** •Set clear objectives for self and others and measure achievements against these objectives through implementation of the performance management system •Develop and manage the implementation of succession plans for key individuals and critical positions •Implement the HDA human resources policies and procedures as required. **Compliance Management:** •Manage implementation of work within established policies, systems, procedures, processes and practices.

Requirements: •A relevant degree in engineering or construction related or equivalent in the Built Environment discipline •A relevant project management qualification (NQF Level 5 or 6 accreditation) •Registration as a Construction Project Manager or other recognised equivalent professional accreditation will be a recommendation •Five (5) years' experience in a Project Manager role •Experience in housing construction and/or infrastructure based project management •Experience in the delivery and project management of affordable housing projects is preferable •Computer literacy •A valid driver's licence.

Please forward a relevant CV (clearly marked with the title and reference number of the position) in Microsoft Word format to recruitment@labournet.com

Enquiries: Karabo Moerane, tel. 011 590 9422.

CLOSING DATE FOR APPLICATIONS: 21 MAY 2017

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

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.

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.

Working for integration

www.thehda.co.za

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