



## JOB ADVERTISEMENT



**Head Office:** 4 Kikuyu Road, Sunninghill,  
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[www.thehda.co.za](http://www.thehda.co.za)

The Housing Development Agency (HDA) is a national public sector development agency that inter alia has the mandate to identify, acquire, prepare, and develop suitable land for human settlements. The agency also undertakes the programme and project management for development of housing and human settlements. The HDA carries out its functions in partnership with a range of stakeholders including national, provincial, and local government as well as with communities, developers, and financiers. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements.

The HDA has the following Six months temporary

**Position:** Temporary Facility Administrator

**Location:** Head Office, Johannesburg

**Reporting Line:** Officer: Facilities

**Reference:** HDA FA001

**Main Purpose:** To ensure the efficient and effective coordination of the organization's facilities, including maintaining office equipment, coordinating service providers, overseeing switchboard and front office operations, and ensuring compliance with Occupational Health & Safety (OHS) regulations.

### Key Performance Areas:

#### 1. Switchboard Management and Maintenance

- Provide occasional support at the reception area.
- Handle and respond appropriately to incoming calls.
- Route calls to the correct recipients.
- Take messages and ensure they reach the appropriate parties.
- Report switchboard issues to the Facilities Officer and ensure they are resolved.

#### 2. Front Office Management

- Greet visitors and direct visitors to the appropriate staff and venues.
- Manage visitor sign-in processes.
- Address queries and maintain queries register.
- Submit weekly reports on query types to the Facilities Officer.
- Ensure reception is organised, clean and have all needed stationery.

#### 3. Meeting Room Administration

- Schedule and manage meeting room bookings.
- Ensure meeting rooms are prepared and equipped for meetings.
- Ensure all necessary meeting equipment is set up and functioning.
- Arrange refreshments for meetings.

#### **4. Maintenance of office equipment**

- Coordinate the maintenance of office equipment to ensure equipment is in sound working order at all times.
- Report any faulty office equipment.

#### **5. Service Provider Management**

- Conduct daily cleaning inspections.
- Ensure boardrooms meet standards before meetings.
- Maintain professional relationships with service providers.
- Oversee service provider activities.

#### **6. General Administration**

- Distribute mail.
- Maintain internal telephone list.
- Ensure availability of telephone-related information.
- Maintain stock levels of office stationery and refreshments.
- Assist with administrative tasks including answering calls and booking boardrooms.
- Help process invoices and maintain records of processed invoices.
- Address supplier invoice discrepancies and ensure correct deliveries.
- Provide administrative support for queries and booking requests.
- Perform general office administration tasks.

#### **7. OHS**

- Ensure compliance with security, health, and safety regulations.
- Work with Regional and Provincial managers to implement OHS strategies.
- Act proactively to prevent and address incident reports and accidents.
- Respond immediately and effectively as the first responder to accidents.
- Provide guidance to ensure policy and procedure compliance.
- Identify and address non-compliance issues.
- Perform additional duties as required.
- Maintain and update health and safety records and compliance areas.
- Support the upkeep of the preventative maintenance log.

#### **8. Qualifications & Experience**

- National Diploma in Facilities Management / Occupational Health & Safety / Property Management or similar.
- Computer literacy: Knowledge of Microsoft Outlook, Word, Excel and Teams.
- Knowledge and technical know-how relating to all aspects of Facilities administration.
- 2 years in Facilities Management / Occupational Health & Safety / Property Management.
- Excellent communication skills.
- Ability to prioritise and manage own workload.
- Good verbal, written and problem-solving skills.

**Remuneration Scale:** R9375 per month (all inclusive package)

Closing date for applications is 23 August 2024.

To submit your application, please send an email [HDAREcruit@thehda.co.za](mailto:HDAREcruit@thehda.co.za)

When submitting your application for a position, please adhere to the following:

1. CVs received after the closing date will NOT be considered.
2. The Job Title and Reference number for the relevant position must appear in the subject line of your application.
3. The CV must be in PDF format.
4. Copies of all qualifications must be provided.
5. Copies of identity document must be provided.
6. Two contactable references.

Kindly take note if you have not been contacted within twenty-one (21) working days of the closing date; please consider your application unsuccessful. Should you not comply with the above requirements your application will NOT be considered.

**Conditions of service:** The HDA is an equal opportunity employer, Appointments will be made in accordance with the HDA Employment Equity policy and priority given to people living with disabilities and females, The HDA reserves the right not to make an appointment. We thank all applicants for their interest.

Communication will be conducted with short-listed applicants only.

*The HDA operates in accordance with the Protection of Personal Information Act 3 of 2013 ("POPI Act"), and by submitting your personal information to the HDA (by way of application and/or providing any other documentation as may be required during the recruitment process), you agree that the HDA may utilise and process your personal information in accordance with the POPI Act.*