



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.

For more information about the HDA, please visit our website: www.thehda.co.za
Follow us on X @the_hda and on Facebook: The Housing Development Agency.
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The HDA has the following positions: **Three (3) years Fixed Term contract position:**

Quantity Surveyor

Location: HDA Head Office - Johannesburg
Reporting Line: Programme Manager
Ref: HDAQS01

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.
- The Quantity Surveyor will provide a comprehensive cost controls services support all infrastructure projects for Housing Development Agency.
- Supporting the development of an integrated control base and for monthly reporting of cost performance against integrated control base.
- Prepare project estimate, and necessary checks before appointment of service providers.

Key Performance Areas:

1. 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.

2. Budgeting and Financial Reporting

- Prepare draft unit budgets for review and confirmation by Head of Department: S&PPC.
- 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.

3. 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.

4. Contract Management

- Review compliance requirements in contracts signed between HDA and different organizations.
- 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.

5. 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.

6. Strategic Reporting

- Collect and collate unit and project reports against required performance.
- Draft S&PPC inputs into Quarterly reports and ensure reporting is done timeously.
- Submit supporting information as required.

7. 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.

8. 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.

9. Qualifications & Experience

- A graduate degree/B-Tech in Quantity Surveying.
- Eligible for registration as a Certified Cost Professional.
- Mandatory extensive experience working as a cost controller in engineering and built environment.
- Registered as a PrQS for registration as an added advantage.
- Ms Project/Primavera P6 skills/CCS.
- A minimum of 5 years' relevant experience in Q.S. and Project Finance.
- Must have 12 – 15 years working on multitude construction projects.
- The applicant must be able to demonstrate the necessary competencies through previous experience.
- Must be proficient in Advanced Excel, be meticulous, accurate, methodical and systematic.
- Willingness to travel extensively.

Remuneration Scale: R668 900 – R869 600 per Annum (all-inclusive package)

Closing date for applications is **19 December 2024**

To submit your application, please send an email HDARECRUITSSPPC@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. Certified copies of all qualifications must be provided.
5. Certified copies of identity document must be provided.
6. Two contactable references must be provided.

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 • 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.