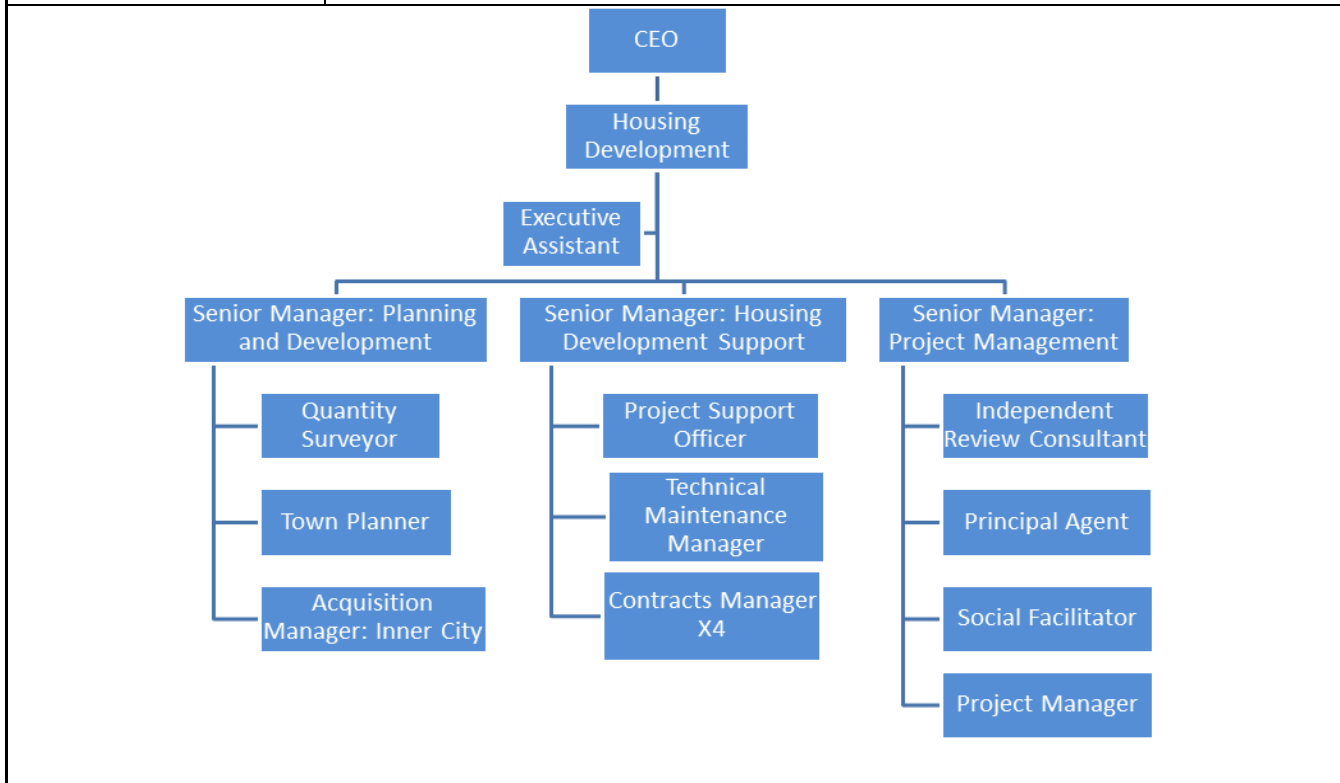


JOB DESCRIPTION FORM

Job title:	Executive Manager: Housing Development		
Division/Department	Housing Development	Patterson Grade:	E1
Date Prepared:	06-06-2018		
Overall Purpose of the Job:	<p>The Executive Manager ensures the successful delivery, through acquisition or new build, of social housing units in accordance with the growth strategy of JOSHCO.</p> <p>The Executive Manager will be responsible for developing housing development strategies and provide strategic direction and leadership in the implementation of the strategy to ensure successful delivery of social housing units.</p>		
Position Parameters:	Size	<i>Team of four direct reports plus 13 indirect reports</i>	
Organisation structure and Reporting Relationships:	Reports to: CEO		



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Qualifications	<ul style="list-style-type: none"> ◆ A Valid Matric Certificate ◆ A National Diploma or Degree in a Building Science, Quantity Surveying, Civil Engineering, Project Management and/or Construction Management; ◆ An Honours Degree or B-Tech in Building Science, Quantity Surveying, Civil Engineering, Project Management and/or Construction Management is highly desirable; ◆ A Minimum of 6 years construction project management and construction contracts experience of which 3 years must be at senior technical / strategic management level; ◆ Experience in the Municipal or Social Housing sectors or managing multiple/large construction projects, is required; and ◆ A Certificate in MFMA Programme, Finance for Non-Finance Managers, Property Development Programme or Project Finance will be an added advantage. 		
Key Performance Areas:	Finance Objectives: <ul style="list-style-type: none"> • Budgets that meet housing growth requirements of JOSHCO are prepared and managed. • Acquisition and new build Projects are delivered within budgets. • Identify financing and donor opportunities for possible funding of housing projects. 		
	Customer and Stakeholder Objectives: <ul style="list-style-type: none"> • New social housing units are handed over to Housing Management on agreed deadlines. • Units are occupation ready when handed over. • Key stakeholders are identified and effective relationships managed with them. 		
	Operational Objectives: <ul style="list-style-type: none"> • Effective project management systems are put in place to manage projects. • An Annual Housing Development Strategy is developed and implemented. • Projects are delivered on time, on budget, to specification and within regulatory compliance. • Tender processes for projects are effectively overseen. • External contractors are properly managed. • Compliance is maintained with all JOSHCO systems (performance management, HR, finance, Stakeholder information, reporting etc.) 		

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	<p>People and Growth Objectives:</p> <ul style="list-style-type: none"> • Qualified and Competent people are appointed to all vacant positions in the Housing Development team. • Strategic contributions are made local and nationally to growth in the social housing sector. Guide, lead and direct staff so that they are able to achieve the objectives set for them. • Monitor and manage staff performance of staff within the division as appropriate in compliance with the Performance Management policy and processes. • Practise sound labour relations within the approved conditions of service with regard to division staff. • Ensure the implementation of the human resources policies, procedures and practices within the department. • Coach and mentor staff as appropriate to improve performance • Drive the alignment of the department mandate with corporate goals (clearly define, interpret, communicate and manage). • Ensure achievement of department planned goals and targets. • Manage high priority performance threats and pursue optimisation of opportunities relating to attainment of goals. • Providing guidance and direction to subordinates, including setting performance standards and monitoring performance. • KPA's are understood and achieved. • The values of JOSHCO are understood and lived. • Performance is constantly improved. • New developments in the industry are understood and embraced. 		
Internal and External Relationships/Contacts:	<p>Internal: Operational - All Staff and Strategic: Board Members</p> <p>External: Strategic -</p> <ul style="list-style-type: none"> • City of Johannesburg • Donors and Funders • Provincial and National Government • Political Organisations • Similar Organisations • Banks and Lending Organisations • Social Housing Institutions • Primary Clients (Tenants) 		
Key Competencies	<p>GENERAL MANAGEMENT SKILLS:</p> <ul style="list-style-type: none"> ◆ Strategic Planning ◆ Strategic Management ◆ Strategic Leadership ◆ Communication ◆ Facilitation ◆ Conflict Management ◆ Relationship Management 	<p>TECHNICAL KNOWLEDGE AND SKILLS</p> <ul style="list-style-type: none"> ◆ Social Housing Sector knowledge ◆ Social Housing Sector Legislation ◆ Market Surveys ◆ Contracts Management 	<p>ATTRIBUTES</p> <ul style="list-style-type: none"> ◆ Emotional Intelligence ◆ Leadership ◆ Assertiveness ◆ Interpersonal Skills ◆ Adaptability and flexibility ◆ Situational

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	<ul style="list-style-type: none"> ◆ Project Management ◆ General Management skills ◆ Knowledge of policy and procedure development and implementation ◆ Data Analysis skills ◆ Budgeting and Budget Management skills ◆ Problem-solving skills 	<ul style="list-style-type: none"> ◆ Safety and sensitivity Security Standards (Basic) ◆ Eviction Management ◆ Maintenance Planning & Rent Price Setting 	
Key Responsibility Area	Key Responsibilities	Key performance indicators	
1. STRATEGIC MANAGEMENT	<ul style="list-style-type: none"> ◆ Develop the Housing Development strategy. ◆ Provide input to advance the organisation from a strategic perspective. ◆ Develop and translate the strategic plan into the Housing Development operational plan ◆ Support the organisation's perspective on national and provincial policy positions through raising these with the key decision makers as appropriate. ◆ Develop and manage relationships between the organisation and key players to facilitate effective development of housing. ◆ Identify financing and donor opportunities for possible funding of housing projects. 	<ul style="list-style-type: none"> ◆ Strategic Housing Development inputs integrated into overall business strategy ◆ Strategic contributions made to management team ◆ Housing Development Operational Plan ◆ Organisational agenda advanced in the national and provincial forums ◆ Development Department Stakeholder Engagement and Management Plan ◆ Signed Funding Agreements 	
2. PROPERTY DEVELOPMENT & CONSTRUCTION MANAGEMENT	<ul style="list-style-type: none"> ◆ Develop an Annual Construction and Property/ Project's Management Plan ◆ Provide technical oversight of the construction of the projects in terms of time, budget and quality ◆ Review reports and provide troubleshooting to projects with challenges ◆ Oversee the handover and 	<ul style="list-style-type: none"> ◆ Development and Construction Plan ◆ Town Planning Approvals ◆ Projects Progress Report ◆ Projects Close-Out Report ◆ Projects Hand-Over Report ◆ Project-Specific Long-Term Maintenance Plan 	

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	maintenance liability period of the project/s		
3. OVERSEE & MANAGE A TEAM OF PROJECT MANAGERS	<ul style="list-style-type: none"> ◆ Develop tender specifications for the appointment of service providers ◆ Develop contracting documentation for professionals and contractors ◆ Monitor performance of professional teams against contracts ◆ Report on service provider performance ◆ Participate in the appointment and management of social facilitators 	<ul style="list-style-type: none"> ◆ Technical tender documentation ◆ Service provider contracts ◆ Contract Management tool ◆ Contract monitoring reports are prepared 	
4. OVERSEE & MANAGE THE PACKAGING OF PROJECTS FOR POTENTIAL FUNDING	<ul style="list-style-type: none"> ◆ Exercise sound business judgement, identify, investigate and analyse development opportunities, including innovative solutions ◆ Prepare property development business cases and funding proposals, including all aspects of feasibility investigations (including acquisitions, constructions & consultancies) ◆ Oversee property development projects, including due diligence processes; stakeholder, consultant and contractor negotiation and delivery within approved budget. 	<ul style="list-style-type: none"> ◆ Project specific community facilitation plans ◆ Empowerment target met ◆ Agreement with social facilitation signed ◆ Viability / Feasibility Studies ◆ Property Valuations 	
5. OVERSEE THE IMPLEMENTATION AND COMPLETION OF PROJECTS	<ul style="list-style-type: none"> ◆ Ensure that projects are implemented within contractual obligations and regulatory requirements, projects timelines and budget requirements. ◆ Maintains project plans and communicates status to Management and Clients as needed. 	<ul style="list-style-type: none"> ◆ Annual planning and construction plan ◆ Construction / Project Schedule ◆ Completion Certificates ◆ Occupation Certificates 	

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6. BUDGET PREPARATION AND CASH-FLOW MANAGEMENT	<ul style="list-style-type: none"> ◆ Develop Housing Development budget in line with Capex and Operational plan ◆ Report on financial performance of Housing Development ◆ Monitor Housing Development expenditure against the budget ◆ Verify project payments for approval by the Executive Manager ◆ Prepare financial feasibility assessment ◆ Prepare financial modelling for viability purposes ◆ Oversee the application for funding for grants ◆ Ensure that claims are prepared and paid on time 	<ul style="list-style-type: none"> ◆ Approved Housing Development budget ◆ Financial systems implemented ◆ Project viability ◆ Funding approved ◆ Payments made on time ◆ Claims submitted to funders 	
7. DEVELOPMENT DEPARTMENT – PROGRAMME MANAGEMENT, CONTRACT MANAGEMENT AND PERFORMANCE MANAGEMENT	<ul style="list-style-type: none"> ◆ Monitor delivery of projects to ensure that they achieves its original objectives and includes tracking and auditing of contract terms such as: <ul style="list-style-type: none"> - pricing and discounts; - timeliness of payments and or receipts; - Performance in delivering agreed service level or specification of goods and services; and amendments. ◆ Manage accurate and comprehensive documentation including funder, consultant and contractor agreements ◆ Create and lead implementation of systems and policies for quality assurance. ◆ Development of project finance management tool. ◆ Development of a project tracking tool. 	<ul style="list-style-type: none"> ◆ Service providers' letters of appointment and contracts of appointment ◆ Main Contractors' Appointment Letters and JBBC Contracts ◆ Contract Management tool and checklist ◆ Contract monitoring reports are prepared ◆ Executive Manager – Weekly, Monthly and Quarterly Work Plans ◆ Senior Managers' – Weekly, Monthly and Quarterly Work Plans ◆ Development Department Staff Performance Agreements ◆ Development Department Staff Quarterly Performance Reviews ◆ Contract Management Training 	

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	<ul style="list-style-type: none"> ◆ Conduct ongoing contract management training ◆ Ensure all contractual requirements including acquittals are adhered to. ◆ Ensure complaint are dealt with promptly and resolved effectively. 		
8. STAKEHOLDER MANAGEMENT	<ul style="list-style-type: none"> ◆ Maintain excellent relations with all stakeholders including funders/financiers, contractors and regulators ◆ Negotiate and build fruitful formal and informal partnerships to achieve strategic objectives ◆ Create and sustain strategic and productive relationships with key stakeholders ◆ Create and maintain professional networks to maintain relations ◆ Maintain a productive relationships with suppliers, contractors and purchasers. ◆ Attends and actively contributes to relevant industry-related meetings. ◆ Actively contributes to staff meetings and development activities as required. 	<ul style="list-style-type: none"> ◆ Stakeholder Engagement and Management Schedule ◆ Monthly stakeholder meetings ◆ Minutes of stakeholder meetings/workshops ◆ Stakeholder Meetings Attendance Registers ◆ Construction Network Sessions Proof of Attendance ◆ Construction Workshop/Conferences Proof of Attendance ◆ Service Level Agreements with Joburg Water, City Power and Planning Development Department 	
9. RISK AND COMPLIANCE MANAGEMENT	<ul style="list-style-type: none"> ◆ Identifies and manages projects risk including escalating high risks to Senior Manager: Business Planning and Risk and CEO. ◆ Conduct regular risk assessment and develop risk management plans to mitigate against high-risk events. ◆ Create, contribute and manages implementation of quality assurance systems and processes. ◆ Analyse, develop and implement appropriate risk management 	<ul style="list-style-type: none"> ◆ Appropriate Risk management strategies implemented ◆ Appropriate safety strategies implemented on Construction sites. ◆ Development Department Strategic Risk Register ◆ Development Department Operations Risk Register ◆ Development Department OHS Report 	

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	<p>strategies.</p> <ul style="list-style-type: none"> ◆ Monitor, manage and ensure compliance with the Construction Safety requirements on sites ◆ Report on risk management ◆ Oversee the construction progress, productivity and compliance with building and safety codes. 		
10. POLICIES, PROCEDURES AND SYSTEMS	<ul style="list-style-type: none"> ◆ Develop, review and oversee implementation of appropriate Housing Development policies, procedures and systems. 	<ul style="list-style-type: none"> ◆ Best practice policies in place ◆ Appropriate procedures and systems for department 	
11. MONITORING AND REPORTING	<ul style="list-style-type: none"> ◆ Develop and implement M&E system – meetings, reporting etc. ◆ Prepare monthly project reports for submission to CEO and Development Committee of the Board. ◆ Prepare stakeholder reports (COJ, SHRA and other funders) as required ◆ Prepare donor reports as and when required ◆ Prepare reports for the Development EXCO, Ordinary EXCO, Board and Committees meetings as required ◆ Prepare and present programme reports – including expenditure against budgets ◆ Take corrective action and seek approvals when required ◆ Ensure legal compliance including Health and safety 	<ul style="list-style-type: none"> ◆ Development EXCO Minutes and Attendance Register ◆ Section 79 Reports ◆ Development Committee Chairperson Report ◆ SHRA Project Progress Report and Quarterly Reporting Tool ◆ MayCom Reports ◆ CoJ Housing Reports ◆ EXCO and Board Reports ◆ Capex Reports ◆ Virement Reports ◆ Variation Reports ◆ EPWP Reports ◆ Quarterly Performance Report ◆ Development Department Annual Report ◆ Development Report Compliance Report ◆ Development Department Audit Action Plan ◆ Development Department Audit Findings' Implementation Report 	
Agreed by Job Holder	<i>Name printed</i>	Signature:	
Approved by Immediate Line Manager	<i>Name printed</i>	Signature:	

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Approved by Divisional Executive or CEO	<i>Name printed</i>	Signature:	

No job description can be all embracing. The above statements are intended to describe the general nature of work being performed by incumbent. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. In addition, if required, a job holder may be allocated to other temporary duties, provided these are in keeping with his/her status and experience.