



City of Johannesburg
Johannesburg Development Agency

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a world class African city

Exciting and challenging position

www.jda.org.za
www.joburg.org.za

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders.

The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

JDA offers a market related salary commensurate with qualifications and experience.

SENIOR DEVELOPMENT ADMINISTRATOR (12 MONTHS FIXED TERM CONTRACT)

Purpose of the position:

Responsible for developing and maintaining developments and projects plans, reports, communications and ensuring that developments and projects successfully reach completion. Responsible for documenting departmental budgets, as well as conducting forecasting for new and existing projects and developments as needed. Maintain and update visual diagrams and developments and projects documentation. Perform budget administration and overall timeline tracking. Coordinate flow of information amongst teams, business unit and other relevant stakeholders. Work with teams to create standardized processes to reach team goals. To assist in the management, planning, directing, and coordinating of activities related to development implementation to ensure that the goals and objectives of the developments and projects are accomplished. The Senior Development Administrator (SDA) supports the Senior Development Manager in the responsibility and accountability for the following aspects of the development implementation: feasibility investigations, design and structuring, planning, implementation, monitoring and commissioning of projects. The SDA will manage smaller scale developments and projects by conducting feasibility investigations, design and structuring, planning, implementing, monitoring and commissioning of projects if required. Give overall administration support to the Portfolio.

- Responsible for assisting with feasibility investigation, design and structuring, planning, implementation, commissioning of projects to ensure projects are executed within allocated timeframe and budget and required quality standards.
- SDA to manage and reconcile budget for allocated development projects by:
- Assisting with budget and costs reports;
- Assisting with checking and dealing with invoices ensuring claims are submitted for work that was actually done
- To ensure that all spending are in line with allocated budgets and actual work carried out
- Responsible and accountable for feasibility investigation, design, planning, implementation, monitoring, commissioning of smaller scale projects and ensure that projects are execute within the allocated timeframe, budget and required standards.
- Assist with a diverse range of stakeholder engagements
- Assist with procurement of service providers in accordance with MFMA, relevant construction industry contract, JDA SCM policies and or CIDB regulations for all development projects
- Managing risk associated with development projects
- Assist procurement, management and reporting on local SMME development and Local Labours
- Collate and prepare meeting packs including minute taking
- Establish and maintain effective filing and information retrieval system

Education and experience required:

- A degree in Built environment
- Project management certificate
- Valid driver's license
- 2-3 years' relevant experience.
- Knowledge of SCM practices will be an advantage.

Please e-mail a detailed CV in MS Word format to senioradminrecruit@ida.org.za

Closing date: 17 March 2020

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer and position will be filled in line with its EE targets

