

# Johannesburg Development Agency (SOC) Limited

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 positions are available for achievement-orientated individuals with initiative and a commitment to give substance to this vision.

## Senior Development Manager

All-inclusive package of R984 625 – R1 134 256 per annum negotiable

**Purpose of the position:** The position reports to the Executive Manager: Development Implementation and serves as a member of the Senior Management team. The successful candidate will lead and take full responsibility for the design and implementation of all JDA's development projects within a portfolio to ensure that all the projects are delivered on time, within budget and to the required standards. He/she will also develop and implement cross-cutting systems and procedures, identify and manage all risks associated with development implementation, and ensure efficient handover of all development projects to clients and stakeholders.

**Key responsibilities:** • Ensure that all development projects are designed and implemented on time, within budget and to the required standards • Provide leadership and management support to the development teams • Lead and manage client stakeholder relationships • Lead, implement and monitor a performance management system for the development teams • Ensure that development projects are sufficiently resourced, both internally and externally • Lead contract management and dispute resolution processes • Ensure that Construction Regulations and Health and Safety requirements are uniformly and consistently applied to all development projects • Implement an enterprise development programme for SMMEs in projects • Ensure prudent financial management of all projects • Hire, train and evaluate staff and take corrective actions to address performance problems • Counsel and guide staff to ensure that approved audit objectives are met and that adequate coverage is achieved • Ensure that best practice development principles are applied to all JDA developments.

**Education and experience:** • A tertiary qualification in Engineering or a Built Environment discipline • Extensive experience in urban development and a record of success at senior level in achievement of operations and delivery of programmes with and through partners in public, private and community sectors • Demonstrable experience in the financial management of a development portfolio • Evidence of continuing management development, linked to significant management achievement.

Please e-mail a detailed CV in MS Word format to [sdimportd@jda.org.za](mailto:sdimportd@jda.org.za)

## Development Managers (2 Posts)

All-inclusive package of R509 729 – R649 825 per annum negotiable

**Purpose of the position:** The successful candidate will manage a portfolio of developments, ensuring coordination of budgets, staff and operational management. He/she will also ensure that goals and objectives of the developments are accomplished within specified timeframes, utilising specified resources, and to agreed performance levels, as well as according to JDA business goals and objectives. The Development Manager assumes full responsibility for the following aspects of the development: Feasibility detailed investigation, design and structuring, planning, and implementation and commissioning. He/she will work exclusively for the JDA and will not be allowed to engage in activities which may constitute a conflict of interest.

**Key responsibilities:** As the driver of JDA developments, the Development Manager must deliver on the following and ensure success of developments by: • Managing Assistant Development Managers and Development Coordinators who are assigned to them • Managing external consultant teams in planning and construction phases of projects • Managing and reconciling the budget(s) that he/she is responsible for and producing monthly and quarterly financial reports • Ensuring that the budget is spent within the financial year and anticipating any problems that may arise • Initiating, designing, implementing and commissioning projects • Securing engagement of a diverse range of stakeholders liaising with other municipal entities and departments as necessary • Developing and managing the development marketing strategy • Taking responsibility for procurement and contracting, including legal requirements such as B-BBEE and CIDB • Managing the risks associated with development, including the performance of contractors, participation of stakeholders in Occupational Health and Safety, etc • Reporting on EPWP and OHASA as required • Ensuring that all information on developments and projects is correctly reflected on the JDA's Development Information System • Enhancing the operational excellence of the JDA by pursuing best practice in all of the JDA's activities and initiatives.

**Education and experience:** • A degree/diploma in Civil Engineering/Built Environment or a relevant field and/or the applicant must have developed the necessary competencies through experience in a construction/development/consulting environment • Experience in transportation engineering will be an advantage • A minimum of 5 years' experience in a construction and/or project management environment • Experience in the management of diverse development projects, preferably in an urban setting.

Please e-mail a detailed CV in MS Word format to [DMrecruitment@jda.org.za](mailto:DMrecruitment@jda.org.za)

## Legal Manager

All-inclusive package of R588 500 – R623 810 per annum negotiable

**Purpose of the position:** The incumbent will provide information and legal policy advice through detailed and original analysis of a diverse range of matters relating to Local Government administration, to ensure that Exco in the JDA receive timely and appropriate recommendations for action within the terms of the legislation administered by the Department. Furthermore, he/she will provide legal guidance to strategic and operational processes of the JDA, as well as legal advice and support to all the departments within the JDA, and must ensure legal compliance and adherence to legislation and corporate governance frameworks.

**Key responsibilities:** • Formulate and implement the JDA legal services strategy • Analyse the adequacy of current legal approaches • Provide legal advice/opinions to Exco on legal matters • Interpret situation and contextual issues and research relevant topics to enable preparation of legal documents • Draft budget for the section • Be responsible for compilation of monthly, quarterly and external reports • Ensure that Exco complies with all applicable legislation • Prepare and manage JDA legal documents • Review and provide legal advice on tender documents • Review ongoing cases and advise Management accordingly • Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken • Provide interpretations of legal information • Review and advise Management on legal implications of internal policies and procedures • Review and draft contracts, agreements and internal policies and by-laws and ensure that they are in compliance with all statutory or legal requirements • Manage all civil cases instituted against the JDA • Advise on and prepare relevant agreements regarding the delegation powers and employment contracts on behalf of the JDA • Direct and control outcomes associated with utilisation, productivity and performance of personnel within the Legal Unit • Be responsible for the budget plan, and monitor and control the budget for legal activities • Provide legal support and advice to the Management of the JDA • Conduct legislative compliance assessments in order to determine the level of compliance with legislation within the organisation and monitor compliance with all policies, legislation, Government policies and legal requirements • Identify risks related to legislative compliance for the organisation and advise on mitigation strategies • Provide legal support to the JDA, sub-committees, divisions, departments and units within the JDA • Serve as part of a team to ensure effective knowledge and intellectual property management to facilitate technology transfer • Provide practical training and guidance to Management and staff on laws applicable to the JDA and intellectual property • Play a key role in guiding the organisation on the protection and management of intellectual property • Provide legal advice and support in terms of contract negotiation, formulation, finalisation and termination to ensure compliance of newly drafted contracts with the National Treasury Contract Management Framework • Act as the custodian of all contracts by creating and maintaining a contracts register and ensuring safekeeping of all contracts and agreements • Develop standard contracts for the appointment of suppliers (including consultants, contractors, etc).

**Education and experience:** • An LLB degree • Admitted as an Attorney • Computer literacy in MS Office application • A minimum of 5 years' experience in a municipal environment • Sound knowledge of principles of commercial, administrative and constitution law • Extensive knowledge of Local Government legislation • Knowledge of the Local Government sector • Knowledge and understanding of municipal laws (absolute prerequisite) • Excellent verbal and written communication skills • Research and policy formulation skills • Confident • Trustworthy • A valid driver's licence.

Please e-mail a detailed CV in MS Word Format to [legal-manager@jda.org.za](mailto:legal-manager@jda.org.za)

**Note:** These are 5-year fixed-term performance-based contracts. JDA offers a market-related salary commensurate with qualifications and experience.

**Closing date:** 28 September 2015

Correspondence will be with short-listed candidates only.

**Johannesburg Development Agency is an equal opportunity employer and people with disabilities are encouraged to apply. These positions will be filled in line with Employment Equity targets of the JDA and preference will be given to female candidates.**



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