



City of Johannesburg  
Johannesburg Development Agency

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Newtown 2107 E-mail: info@jda.org.za  
Johannesburg, 2000

## EXCITING AND CHALLENGING POSITION

[www.jda.org.za](http://www.jda.org.za)  
[www.joburg.org.za](http://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.

### STAKEHOLDER RELATIONS OFFICER

#### Purpose of the position:

To work with Stakeholder Relations Manager to ensure the successful implementation of the Stakeholder Relations plan. To manage and maintain relationship with the investor community and various internal/ external role players and stakeholders and attending to administrative requirements with respect to the preparation, circulation and maintenance of reports, correspondences and notifications.

Provide support to the stakeholder relations manager so that all related stakeholder duties are carried out effectively.

- Planning and implementing strategies that improve relationships with stakeholders
- Disseminates information concerning the company in collaboration with Communications and Marketing department
- To effectively communicate with the stakeholders to ensure that they are timeously informed.
- Write and distribute quarterly reports
- Assist in the managing of the day- to- day contact with stakeholders
- Performs specific administrative tasks/ responsibility associated with the functionality of stakeholder relations role
- Preparing reports, outlining outcomes/ awards for submission to the Stakeholder Relations Manager and specific Committees for perusal and comment.
- Compiling and presenting reports, referring to statistics to describe the stakeholder relations climate in the organisation.
- Corresponding with the Communities and Stakeholders on project related issues.
- Maintaining project files containing all documents, minutes, attendance registers, correspondence and issues log.
- The role includes travelling and attendance of after-hours meetings.

#### Education and experience required:

- A tertiary qualification in Social Sciences
- Computer literate Ms Office Office applications
- 2-3 years' relevant experience as stakeholder relations personnel

Please e-mail a detailed CV in MS Word format to [srelations@jda.org.za](mailto:srelations@jda.org.za)  
Closing date: 22 May 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. Previous applicants are encouraged to re-apply.

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





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a world class African city

Exciting and challenging position

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**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@jda.org.za](mailto:senioradminrecruit@jda.org.za)

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27/5/20  
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### Exciting and challenging positions

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### RE-ADVERTISEMENT Development Manager X3

**Purpose of 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, implementation and commissioning. He/she will work exclusively for the JDA and will not be allowed to engage into 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 email a detailed CV in MS Word format to: DMrecruitment1@jda.org.za

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## RE-ADVERTISEMENT: SENIOR DEVELOPMENT MANAGER: PORTFOLIO A

**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, to develop and implement cross-cutting systems and procedures, to identify and manage all risks associated with development implementation, and to 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 • 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 required:** • A degree or diploma in a Built Environment as Quality Surveying, Construction Management, Engineering • Professionally registered as a Professional Construction Project Manager, • Professional Engineering Technologist or Professional Engineer. • 7-10 years' experience with management of diverse development projects preferably in an urban setting. • 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. • Knowledge of construction industry, legal environment including supply chain management, MFMA CIDB, Construction Contract regulations

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**Closing date: 22 of May 2020**

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Building a better city



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