

# Johannesburg Development Agency (SOC) Limited

The JDA is an agency of the City of Johannesburg that 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 exciting and challenging positions are available for achievement-orientated individuals with initiative and a commitment to give substance to this vision.

## Human Resources Manager

**Purpose of the position:** The successful candidate will manage, develop and implement the Human Resources function within the JDA on both an operational and strategic level. He/she will ensure compliance with applicable employment laws, JDA policies and procedures, and will be expected to manage HR administration, labour relations, staff provisioning, payroll and benefits administration, as well as the performance management system and employee wellness function.

**Key responsibilities:** • Conceptualise relevant strategy, and plan and manage the implementation of said strategy • Ensure that all policies and procedures are current, up to date and in line with legislative requirements • Determine staffing needs in conjunction with Line Management • Ensure the professional selection, placement, training, development and advancement of people at all times • Ensure the effective recruitment, utilisation and retention of the organisation's human capital • Facilitate a sound relationship between the employer and employees • Give effect to the organisation and the organisational establishment requirements, continuous improvement and performance management • Monitor and review the performance system • Conduct salary benchmarking interventions to ensure and establish fair remuneration policies • Implement and monitor flexible remuneration packages • Manage payroll and benefits administration • Maintain and enhance the JDA's Employee Assistance Programme working with staff on personal issues affecting them, as well as with wider organisational wellness issues • Ensure delivery on budgeting and forecasting • Ensure compliance with employment equity measures • Facilitate a sound relationship between the employer and employees • Prepare relevant HR reports for Exco, the Board and committee meetings.

**Education and experience required:** • A Human Resources and/or Business Administration-related diploma/degree • A minimum of 8 years' proven operational and strategic HR experience. This experience must include the development and implementation of Human Resources strategies, report writing and presentation of HR strategies • Advanced computer skills • Thorough knowledge of the legislative requirements for Human Resource Management • The ability to work under pressure and meet tight deadlines • A valid driver's licence.

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

## Development Manager/s

**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's 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 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 required:** • A degree/diploma in Civil Engineering/Built Environment or a relevant field and/or must have developed the necessary competencies through experience in a construction/development/consulting environment • 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. Experience in transportation engineering will be an advantage.

This is a 5-year fixed-term performance-based contract. JDA offers a market-related salary commensurate with qualifications and experience.

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

## Legal Manager

**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 and the JDA receive timely and appropriate recommendations for action within the terms of the legislation administered by the Department. He/she will provide legal guidance in strategic and operational processes of the JDA, and provide legal advice and support to all the departments within the JDA, as well as ensure legal compliance with and adherence to legislation and corporate governance frameworks.

**Key responsibilities:** • Formulate and implement the JDA's 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's legal documents • Review and provide legal advice on tender documents • Review ongoing cases and advise Management accordingly • Liaise with the relevant department 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 the 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 and prepare relevant agreements regarding the delegation powers and employment contracts on behalf of the JDA.

**Education and experience required:** • A BProc/LLB • Computer literacy in MS Office applications • 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 and knowledge of the Local Government sector • Knowledge and understanding of municipal laws (prerequisite) • Excellent verbal and written communication skills • Research and policy formulation skills • Confident • Trustworthy • A valid Code 08 driver's licence • Planning and organising skills • Good communication skills.

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

## Monitoring and Evaluation Manager

**Purpose of the position:** The successful candidate will improve JDA's performance and practice by implementing the JDA's programme performance information management policy, undertaking research and analysis to inform an understanding of impact and results, and preparing a range of reports on performance and impact.

**Key responsibilities:** • Manage the monitoring and evaluation systems and processes • Review and update the Programme Performance Information Management Policy and Reporting Framework • Commission research and analysis • Manage the production of reports on the impact and results of the JDA • Prepare report production plans in order to meet statutory and other deadlines • Convene and coordinate task groups to produce the content for these reports • Edit and format reports according to required templates • Ensure a sound quality control process to confirm the accuracy and credibility of data and conclusions • Ensure appropriate review and approval of all performance and impact reports • Manage a programme of research projects and partnerships to maintain and improve the evidence base on results and impacts • Prepare reports and presentations • Report on JDA's programme performance • Report on JDA's impact and results • Prepare the JDA's integrated annual report and quarterly performance reports in accordance with statutory and practical requirements • Review and refine the monitoring and evaluation methodology to ensure that best practices are identified and applied.

**Education and experience required:** • A degree towards a profession in the Built Environment or Social Sciences. Preference will be given to candidates who can demonstrate qualifications in Monitoring and Evaluation • At least 5 years' experience in a research or monitoring and evaluation role • Experience in the management of diverse projects with competing objectives will serve as a recommendation • Business planning and budgeting skills • Analytical skills (including statistical analysis) • Excellent communication skills (verbal and written) • Good presentation skills (including graphic representation of data) • Relationship management skills • The ability to conceptualise and manage a project from inception to implementation • Strategic thinking ability.

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

**Closing date:** 8 October 2014

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 these positions will be filled in line with its EE targets.



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