

Exciting and challenging positions

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 the development facilitation 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 to achievement-orientated persons with initiative and a commitment to give substance to this vision.

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, as well as develop and implement cross-cutting systems and procedures. He/she will identify and manage all risks associated with development implementation and will ensure efficient handover of all development projects to clients and stakeholders.

Key responsibilities:

- 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 the built environment such as Quality Surveying, Construction Management and Engineering
- Professionally registered as a Professional Construction Project Manager, Professional Engineering Technologist or a Professional Engineer
- 7-10 years' experience with management of construction projects
- 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 CIBB, Construction Contract regulations.

Please e-mail a detailed CV in MS Word format and copies of qualifications to sdmportfolioA@jda.org.za

Facilities Manager

Purpose of the position: The successful candidate will manage The Bus Factory as a facility of the JDA to ensure that planned maintenance is carried out and that all repairs and periodic maintenance is conducted, ensuring compliance with the OHS Act. He/she will manage all the relevant facilities management service providers and the tenants within the building, so as to ensure that all aspects of the facility are functional at all times.

Key responsibilities:

- Plan, monitor and control Facilities and Fleet Management activities
- Manage the FM budgets and those of allocated projects
- Coordinate the selection and management of the appropriate suppliers and contractors in liaison with the Finance Division within the procurement policy in order to procure appropriate material
- Manage the acquisition, movement and disposal of assets relating to JDA facilities
- Manage and control an effective facilities management support function for the JDA
- Ensure that Facilities Management performance is aligned to OHASA regulations
- Ensure a complete Facilities Management Function for The Bus Factory
- Manage and control all processes involved in the maintenance of The Bus Factory by ensuring the facility meets government regulations, and environment health and security standards (OHASA regulations)
- Manage the OHS component of the Bus Factory and the JDA as a whole by:
 - * Coordinating the OHS Committee
 - * Conducting emergency evacuation drills as per the OHS Management System
 - * Checking fire equipment regularly
 - Ensure compliance with SHE standards and regulations to ensure a safe working environment according to the Occupational Health and Safety Act
 - Establish and maintain relationships and liaison with the Bus Factory tenants and the JDA as a whole.

Education and experience required:

- A Facilities and Business Administration Management-related qualification
- At least 5 years' experience in facilities management
- Knowledge of the OHS Act and other facilities management regulations.

Please e-mail a detailed CV in MS Word format and copies of qualifications to FacilitiesManager@jda.org.za

These are permanent employment contracts. JDA offers market-related salaries commensurate with qualifications and experience.

Closing date: 7 September 2018

Correspondence will be limited to shortlisted 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 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.

