



Job Description

Investment Specialist

10/1/2025

Job Title:	Investment Specialist	
Business Unit:	Chief Investment Office	
Reporting Line:	Chief Investment Officer	
Salary Range:	Min 1 155 200 – Mid 1 501 800	
Direct Reports:	Town Planner, Engineer, Architecture	
Relationships:	Internal	<ul style="list-style-type: none"> • CIO • CFO • Regional Manager • Programme Manager • Project Team • Other Project Managers • All staff
	External	<ul style="list-style-type: none"> • Service providers • External clients • Department of Human Settlements • Relevant municipalities • Relevant Provincial departments • Private Sector • Funders • Development Financial Institutions (DFI)
Main Purpose of Job:	To identify and obtain approval of new projects which include project packaging and evaluating financial plans and/or financial viability for new investment opportunities.	
Key Responsibility Area	Key Activities	
Business Development	<ul style="list-style-type: none"> • Provides presentations to potential clients and stakeholders on HDA and its products • Identifies and develops new relationships with Funders and Investors • Submit Development Plans on Identified Projects • Provide input to annual budgets • Keeps abreast and notifies CIO of sector trends and changes • Coordinates and manages stakeholder information • Facilitates project meetings with clients, funders and developers / contractors 	
Compliance Management	<ul style="list-style-type: none"> • Ensure compliance with HDA policies • Ensure compliance with relevant legislature 	
Risk Management	<ul style="list-style-type: none"> • Manage risk in relation to projects. 	
Operational Perspective	<p>To evaluate business plans and motivate for approval</p> <ul style="list-style-type: none"> • Determine based on provided information determine whether project has the potential to be viable • Model feasibility and project due diligence • Structure finance to ensure project feasibility • Communicate financial structure, terms and conditions of project to CIO • Management of due diligence review by the technical team • Ensure Investment guidelines and procedure compliance • Prepare bankable business proposals 	
	<p>Project Implementation and Management</p> <ul style="list-style-type: none"> • Attend regular project meetings • Identification of problems and or delays on projects • Facilitates project meetings with clients, funders and developers / contractors • Compile and submit monthly and quarterly detailed project status reports • Overseeing the implementation of projects together with the technical team • Assist the monitoring and legal unit where necessary to monitor and oversee all projects and related contracts • Oversight of external consultants 	
Stakeholder Management (Internal and External)	<ul style="list-style-type: none"> • Representation at stakeholder forums • Representation at internal/external meetings 	
Ad-hoc Duties	<ul style="list-style-type: none"> • Assignments from the CIO/CEO as and when required 	
Team work	<ul style="list-style-type: none"> • Ability to work closely with others 	

	<ul style="list-style-type: none"> • Being pro-active in assisting others • Contribution to projects meetings and brain storming sessions • Mentoring and coaching of direct reports
People Management	<ul style="list-style-type: none"> • Select, assign, lead and manage people • Set clear objectives for self and others and measure achievements against these objectives through implementation of the performance management system • Build and manage relationships with staff members • Manage and support staff development • Develop and manage the implementation of succession plans for key individuals and critical positions • Implement the HDA HR policies and procedures as required • Manage risks and address issues as they arise • Manage and develop the financial reporting team, providing guidance, mentoring, and performance oversight. • Ensure adequate resource allocation for high-demand periods (e.g., audit season) • Build a high-performance culture, promoting accountability, integrity, and professional ethics
Qualifications & Experience	<ul style="list-style-type: none"> • Bachelor's degree in a relevant field such as: Finance, Economics, Accounting, Mathematics or Statistics • Postgrade (advantage) in: Finance, Economics, Accounting, Mathematics or Statistics • Understanding of the Macro environment • Property sector exposure • Affordable Housing exposure • Financial sector environment exposure • Advanced financial modelling and structuring skills • Excellent communication and stakeholder engagement abilities • Public sector exposure • A minimum of 5 – 8 years of property/project management experience • Driver's license • Computer literacy in, MS Project, Micro Outlook, Excel and Word • Willing to travel extensively

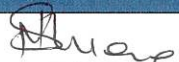
Competencies Required

Leadership Competencies	Required Level
Advocacy and Lobbying	
Change Management	2
Developing Others	
Delivery Leadership	2
Motivating	
Organisational Awareness and Effectiveness	
Organisational-Health View	
People Management	2
Public and Private Partnering	
Strategic Leadership	
Strategic Planning and Annual Performance Planning	2
Team Leadership	2
Technical Competencies	
Contractor / Service Provider Management	3
Cost Benefit Analysis	3
Needs Analysis	
Policy and Procedure Development and Implementation	
Resource Management	2
Administration Support	
Facilities and Office Management	
Record Keeping and Storage	
Scheduling and Coordination	
Board Administration	
Board Compliance	

Governance	2
Data Analysis	
Data Capture	
Data Interpretation	
Database Management	
Data Storage and Protection	
Accounting	
Bookkeeping	
Budgeting and Budget Management	1
Creditor Control	
Financial Management	1
Discipline and Grievance	
Organisational Design and Development	
Performance Management	2
Skills Development	
Talent Management	
IT Architecture	
IT Support	
IT Systems Development and Design	
IT Use	
Business Modelling	
Economic Analysis	
Management Information Reporting	
Urban Design and Planning	
Audience Alignment	
Brand Management	
Environmental Responsiveness and Reputation Management	1
Event Management	
Market Research and Analysis	
Marketing and Communication Planning and Implementation	
Public Affairs and Relations	
Community and Stakeholder Analysis and Diagnosis	2
Community Facilitation	2
Programme Management	2
Project Feasibility	2
Project Financial Management	3
Project and Programme Financial Modelling	
Project and Programme Fund Mobilisation	
Project and Programme Influencing and oversight	2
Project Management	3
Project and Programme Scope Definition and Management	3
Research	
Research Analysis	
Research Design	
Research Implementation	
Research Output	
Auditing	
Evaluation	
Legislative and Regulatory Awareness	
Monitoring	2
Quality Control	2
Risk Mitigation and Management	3
Acquisition Management	
Asset Management	
Contract Management	3
Demand Management	
Disposal Management	
Logistics Management	

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Service Competencies	
Concern for Others	
Customer / citizen Service and Orientation	2
Environmental Awareness	
Networking	2
Political Intelligence	
Relationship Management	2
Stakeholder Engagement	2
Team Player	2
Behavioural Competencies	
Action Orientation	2
Analytical Thinking Skills	3
Attention to Detail	3
Compliance	3
Communication Written	3
Communication Verbal	3
Conflict Resolution and Resilience	2
Contextual Application	2
Continuous Improvement	3
Creative Thinking	1
Decision Making	2
Diligence	3
Diversity	3
Drive to Deliver	3
Ethics and Integrity	3
Influencing	
Learning and Development	2
Mentoring	2
Negotiation	
Planning and Organising	3
Problem Analysis and Solving	2
Professionalism	3
Resilience	3
Self-Management and Maturity	3
Situational Responsiveness	1
Thought Leadership	1
Technical Curiosity and Expertise	
Systems and Process Thinking Skills	2

Approval of Job Description			
Title	Names	Signature	Date
Chief Investment Officer	Ms. Vinolia Mashiane		14/10/2025