



The Housing Development Agency (HDA) is a national public sector development agency that inter alia has the mandate to identify, acquire, prepare and develop suitable land for human settlements. The Agency also undertakes the programme and project management for development of housing and human settlements. The HDA carries out its functions in partnership with a range of stakeholders including national, provincial and local government as well as with communities, developers and financiers. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements.

For more information about the HDA, please visit our website: www.thehda.co.za
Follow us on X @the_hda and on Facebook: The Housing Development Agency.
LinkedIn @The Housing Development Agency

The HDA has the following **Six (6) Months Temporary position:**

TEMPORARY CONTRACT OFFICER

Location: Head office, Johannesburg

Reporting Line: Contract Management Specialist

Remuneration Package: R37 775.00 – R47 218.00 (monthly)

Reference: **HDACO2**

Main Purpose: To manage and implement effective SCM policies and practices within the HDA.

Key Performance Areas:

1. Contract Management System:

- Conduct SCM compliance checking of contracts that have been awarded and contracts on the contracts register to ensure compliance with the SCM policy.
- Loading of contracts onto the contract management system.
- Maintain the contract register for tenders through updating the register with all contract changes monthly.
- Verify documents received against contract checklist.
- Follow up on outstanding contracts and all relevant documentation.
- Inform end users about contracts that are about to expire and action that must be taken.
- Compile letters of termination for contracts
- Update contracts register with all required information and make sure that the register is up to date at all times.
- Safekeeping and filing of all contracts (both physical and on system)

- Populate standard contracts and addendums with required information for approval.
- Ensuring that the addendums are fully signed by all parties
- Loading of approved contracts on Accpac and Document management system (TGIS).
- Compile the register for all procurement by other means (Single source, Sole Source, extensions and variations).
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2. Supplier/Service Provider Management:

- Address any supplier database errors with the Procurement Administrator
- Approve the sharing of the HDA service providers and preferred suppliers with all HDA staff through the intranet.
- Manage the validity of compliance data for preferred suppliers through ensuring that relevant documentation is provided and updated annually.

3. Reporting and Administration:

- Draft reports as required including:
 - BEE and SMME reports
 - Contract register reports.
- Undertake all required administration as necessary.

4. Qualifications and Experience:

- Degree in Supply Chain, Logistics, Procurement or equivalent
- Minimum 3 years' contract management experience
- Minimum 3 - 5 years public procurement experience
- Understanding of legislation that regulates the procurement of goods and services in the public sector.

Closing date for applications is **16 January 2026**.

To submit your application, please send an email HDARecruitSCM@thehda.co.za.

When submitting your application for a position, please adhere to the following:

1. CVs received after the closing date will NOT be considered.
2. The Job Title and Reference number for the relevant position must appear in the subject line of your application.
3. The CV must be in PDF format.
4. Copies of all qualifications must be provided.
5. Copy of identity document must be provided.
6. Two contactable references must be provided.

Kindly take note if you have not been contacted within twenty-one (21) working days of the closing date; please consider your application unsuccessful. Should you not comply with the above requirements your application will NOT be considered.

Conditions of service: The HDA is an equal opportunity employer • Appointments will be made in accordance with the HDA Employment Equity policy • The HDA reserves the right not to make an appointment. We thank all applicants for their interest.

Communication will be conducted with short-listed applicants only.

The HDA operates in accordance with the Protection of Personal Information Act 3 of 2013 (“POPI Act”), and by submitting your personal information to the HDA (by way of application and/or providing any other documentation as may be required during the recruitment process), you agree that the HDA may utilise and process your personal information in accordance with the POPI Act.