



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.
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The HDA has the following **6 months temporary contract Position:**

Temporary Project Administrator: Eastern Cape

Location: Eastern Cape
Reporting Line: Project Manager
Contract duration: 6 months
Reference: HDATPM001

Main Purpose: To provide effective site coordination and communication support to facilitate and enable the effective take-over and handover of sites.

Key Performance Areas:

1. Meeting Management

- Arrange and facilitate all site / technical and allocation meetings.
- Arrange and facilitate relationship meetings between the contractors and beneficiaries in matters relating to rectifying defects.
- Arrange and facilitate all meetings that lead to the successful completion of the project.

2. Project Coordination

- Plan and coordinate inspections as per the Clerk of Works projections.
- Coordinate the collection and collation of project documentation.
- Coordinate the collection and collation of subsidy documentation from the contractors.
- Implement Project Managers communication plan.
- Coordinate on site activities of donor programmes.
- Coordinate and assist in the collation of all project documentation from contractors.

3. Unit handover / takeover

- Arrange and coordinate the takeover of units, keys, certificates etc.
- Arrange and coordinate handover of units, keys, certificates etc.
- Coordinate training of residents.
- Coordinate all installations of technical items after beneficiary handover.
- Manage relationships between contractors and beneficiaries relating to rectification of defects.

4. Qualifications and Experience

- A relevant Diploma in Built Environment or equivalent.
- 2-3 years' experience in a similar role.
- Competent in MS Project, Outlook, Excel intermediate and Word intermediate.

Remuneration Scale: R28 566.66 – R35 709.42 per annum (all-inclusive package)

Closing date for applications **19 January 2026**.

To submit your application, please send an email to : **HDAREcruitRegAEC@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. Copies 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 and priority given to people living with disabilities and females • South African citizens from ethnic groups listed as Africans, White, Indian and Coloured populations are all encouraged to apply for job opportunities in the HDA. 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.