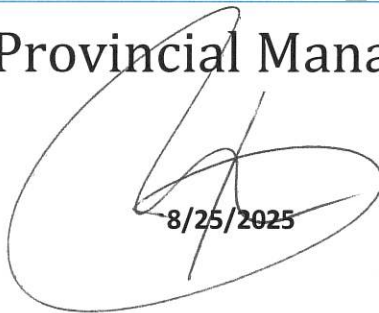




Job Description

Provincial Manager


8/25/2025

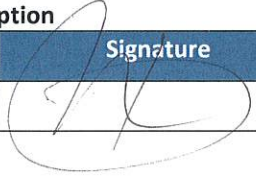
Job Title:	Provincial Manager	
Business Unit:	Regional A – Western Cape	
Reporting Line:	Regional Manager – Region A	
Salary Range	R1 155 200 – R1 501 800	
Relationships:	Internal	• Regional Managers • EXCO Members • Manco Members • Project Managers • Project Teams • Programme Coordinator
	External	• Service Providers • Provincial Department of Human Settlements and other provincial departments • Municipalities • State owned enterprises • NGOs, research bodies and academic institutions
Main Purpose of Job:	To plan and manage the delivery of a provincial programme in line with the agreements and service delivery standards set out by the HDA.	
Key Responsibility Area	Key Activities	
Strategic Management	• Provide required and relevant information, insights and influence to the Regional strategic planning process • Participate in finalizing the strategic plan and vision • Define targets and strategies for teams to implement in support of the achievement of the Regional strategic objectives • Participate in the develop provincial operational plans to facilitate achievement of the overall HDA strategy	
Contract Management (management of MTOPs and other SLAs)	• Manage development of operational plans and capacity requirements to implement contracted work in terms of HDA strategy • Manage optimal utilisation and mobilisation of resources across other organs of state (province, municipalities and other public bodies) • Work within the agreed protocol/agreements with the provinces or local authorities • Support and advise functionaries in respect of their operations and interface with the province/ municipalities and ensure coordination across the functionaries	
Stakeholder Engagement and Consultations	• Network with relevant role-players and make appropriate contact with public sector organisations • Identify and explore possible new work opportunities with partners in the province and existing clients • Align work opportunities to the HDA strategy as well as role and function of Provincial office • Gather relevant information (key decision-making processes, strategic choices and timing of priorities) • Promote the HDA function, mandate and role through delivering presentations and representing the HDA as well as addressing queries on the HDA services offering • Consult with the relevant public sector bodies to identify areas of mandate alignment (to inform the structuring of operational programmes and plans) • Establish processes to ensure full, end-to-end coordination between all involved parties • Troubleshoot and unblock issues affecting execution of HDA work and services	
Provincial Programme Management	• Manage overall support to ensure the effective functioning of the HDA services in the province • Establish clear, written and explicit work processes and procedures and set up systems and methodologies to monitor the execution and performance of work of all staff. • Review work processes and recommend corrective actions/improvements enhancing the performance and effectiveness of the Programme • Manage control of quality and quantity of work performed, guide the team and carry the overall responsibility for the task fulfilment as per the operational plan • Manage that the operation support plan and programme for the work includes and addresses: ○ Detailed Project Plans and necessary and satisfactory project procedures are established to direct all project work in order to maintain timely execution and quality of work. ○ Results are compiled, documented and forwarded to in required format, quantity and quality, and ensure timely and correct presentation and explanation of results. ○ Risks are proactively managed; ○ Progress review and coordination meetings are held regularly with key project team members, and other project stakeholders	

	- Progress is diligently monitored and that bottlenecks and related issues are proactively tracked. - Costs are properly and orderly tracked, and maintained within approved project budgets - Project schedules are followed and deadlines are met
Financial Management	- Develop the budget required for programmes within the province - Manage expenditure against budget - Manage procurement in line with the relevant policies and procedures - Address any anomalies in spend and budget - Report on financial performance of the programme
People Management	- 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
Compliance Management	- Manage implementation of work within established policies, systems, procedures, processes and practices - Provide advice and assistance to others in order to ensure their compliance with policy and governance procedures - Identify areas of non-compliance and implement corrective action
Qualifications & Experience	- Relevant Degree or equivalent qualification in the built environment and civil engineering. - Postgraduate Diploma in Built Environment and/or Civil Engineering will be an added advantage. - At least 5 – 8 years' experience in public sector including 3 years Senior Management experience. - Professional Registration i.e ECSA will be an added advantage. - Knowledge of legislation and policies regulating the human settlement sector and the intergovernmental relations environment. - Knowledge, insight and experience of the public sector human settlement environment - Ability and willingness to travel

Competencies Required	
Leadership Competencies	Required Level
Advocacy and Lobbying	
Change Management	2
Developing Others	3
Delivery Leadership	2
Motivating	2
Organisational Awareness and Effectiveness	2
Organisational-Health View	2
People Management	3
Public and Private Partnering	1
Strategic Leadership	1
Strategic Planning and Annual Performance Planning	2
Team Leadership	2
Change Management	2
Technical Competencies	
Contractor / Service Provider Management	3
Cost Benefit Analysis	
Needs Analysis	3
Policy and Procedure Development and Implementation	3
Resource Management	3
Administration Support	
Facilities and Office Management	
Record Keeping and Storage	
Scheduling and Coordination	

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

Contextual Application	
Continuous Improvement	
Creative Thinking	
Decision Making	2
Diligence	
Diversity	
Drive to Deliver	2
Ethics and Integrity	2
Influencing	2
Learning and Development	
Mentoring	
Negotiation	
Planning and Organising	2
Problem Analysis and Solving	2
Professionalism	2
Resilience	2
Self-Management and Maturity	2
Situational Responsiveness	
Thought Leadership	
Technical Curiosity and Expertise	
Systems and Process Thinking Skills	2

Approval of Job Description			
Title	Names	Signature	Date
Regional Manager	P. Mbulawa		25/8/25