



Job Description

Specialist: Strategy and Organisational
Performance

9/17/2025

Job Title:	Specialist: Strategy and Organisational Performance	
Business Unit:	Strategy, Programme Planning and Coordination	
Reporting Line:	Manager: Strategy and Organisational Performance	
Remuneration:	Minimum: R570 700 Midpoint: R 741 900	
Direct Reports:	None	
Relationships:	Internal	<ul style="list-style-type: none"> • Heads of Business Units • Regional Managers • Provincial Managers • Programme Managers • All HDA Personnel Within Ambit of Responsibility
	External	<ul style="list-style-type: none"> • National / Provincial / Local Government Stakeholders • All municipal stakeholders • Professional Services Providers • Private Sector Stakeholders • Research Institutions, Professional associations and academic bodies
Main Purpose of Job:	To effectively coordinate HDA's organisation wide development of the Strategy, Annual Performance Plan in alignment with Organisational Strategic imperatives and mandate as covered in the HDA Act. The functions also manage Organisational Performance against the APP and Strategic Plan and Performance Audits and Review, Quarterly Reports and Annual Reports.	
Key Responsibility Area	Key Activities	
Strategy and Annual Performance Planning	<ul style="list-style-type: none"> • Assist in the development of the HDA strategy and annual performance plan in conjunction with internal and external stakeholders, • Coordinate and support departments in the development of departmental plans, • Provide any other support to the strategic planning process • Draft the strategy documents through interpreting, extracting and capturing inputs provided by the Exco members • Review all the strategic plans (5-year strategy, annual strategic plan, Annual Performance plan, Macro Indicators and Mid-year review and any other work plans), to manage consistency of information • Develop all related presentations and represent the HDA at all forums that engage with the HDA Develop the HDA business plan in conjunction with the Provinces and Regions, 	
	<ul style="list-style-type: none"> • Provision of training and awareness sessions to internal business units on the APP • Ensure the appropriate application of DPME planning framework in the development and finalisation the Strategic Plan and Annual Performance Plan, • Coordinate and work with the Marketing unit in the publication of the final Strategic Plan and Annual Performance Plan to the National Department and other stakeholders, 	
Reporting and Monitoring	<ul style="list-style-type: none"> • Source relevant information for inclusion into the quarterly and annual reports • Develop quarterly reports and submission to the National Department of Human Settlements (including annexures) • Manage compliance and reporting deadlines, obligations, channels and standards • Consolidate and submit an analytical perspective of the Monthly reports submitted • Manage accuracy and consistency of content in quarterly and annual reports aligned with the APP and Strategic Plan 	

	<ul style="list-style-type: none"> • Co-ordinate reports from all 3 HDA Regional Heads (Monthly and Quarterly) • Compile and distribute performance information reports for review to Exco • Manage and ensure appropriate application of the National Treasury Framework for Reporting Entities performance • Report Performance information bi-monthly to the Monitoring and Evaluation Unit in tracking all the active HDA projects, • Reconciliation of reported performance information between Strategy and Organisational Performance and Monitoring and Evaluation unit to identify misalignments and non-reconciling items, • Respond to the National Departments requests for information which relate to submitted Quarterly and Annual performance information
Performance Compliance	<ul style="list-style-type: none"> • Validation, reporting, submission and management of portfolio of evidence including (operational plan reports and stakeholder updates) • Manage the Organisational year end performance Information audit with External Auditors in compliance with the Office of the Auditor General's external audit framework, • Manage the Organisational quarterly performance information audit with Internal Auditors in compliance with the International Standards of Auditing, Office of the Auditor General's external audit framework and National Treasury Internal Audit Framework, • Compiling, monitoring and checking quarterly reports • Monitoring that portfolio of evidence files are consistent with the Technical Indicator Descriptors across all departments in terms of expected requirements • Review portfolio of evidence files for accuracy • Compile all necessary files for Internal and External audit purposes • Understand requirements and findings of the audit and ensure improvements are implemented annually and quarterly • Manage implementation of work within established policies, systems, procedures, processes, and practices • Provide advice and assistance to others to ensure their compliance with policy and governance procedures • Identify areas of non-compliance and implement corrective action • Respond within the given timelines to audit queries and communication of audit findings from auditors
Finance and Business Planning	<ul style="list-style-type: none"> • Development of business plans and financial models to align with the HDA's Section 23 mandate, • Facilitating strategic plans in the HDA's regional business planning process through the logic model as prescribed by the DPME
Quality Improvement	<ul style="list-style-type: none"> • Participation in quality improvement reviews at various departments and external forums such as the Project Tracking and Risk Champion forums, • Writing comprehensive reports that document the overall outcome of the quality improvement reviews detailing the actual findings and recommendations by individual service categories and providers • Assist in the development of evaluation tools that will produce quantitative and qualitative data and findings to validate compliance with approved standards
	<ul style="list-style-type: none"> • Co-ordinate the process of data collection and the analysis of data by internal staff and outside consultants • Assist in identifying service delivery indicators and outcome measures to evaluate effectiveness of applied standards.

	<ul style="list-style-type: none"> • Assist in the development and implementation of surveys and other related evaluation tools. • Participate in quality improvement team meetings and specialty training sessions. • Review quality improvement review findings and formulate recommendations to improve the quality standards.
Digital Performance Reporting and Validation tools	<ul style="list-style-type: none"> • Development and configuration of SharePoint Intranet Strategy and Organisational Performance Portal pages for reporting and data validation, • Management and Administration of the Strategy and Organisational Performance SharePoint site for Monthly, Quarterly and Monthly reporting, • Database Administration with the use of SharePoint Listing and architecture of metadata to SharePoint Library to integrate with forms and workflows, • Design, develop and configure Microsoft Forms for the collection of data and integration into Intranet, • Code, Develop, design and architecture of Power Automate workflows to integrate with Microsoft forms and SharePoint Intranet, • Design, Development and coding of AI processors and data mining tools to conform document formatting for analysis and data verification, • Ability to apply skills in Power BI, Power Query, Tableau, SSRS, and SharePoint Data Administration.
Qualifications & Experience	<ul style="list-style-type: none"> • A Degree in Public Administration, Development, Development Finance or similar fields is required (i.e. Bachelor of Arts Monitoring and Evaluation, Strategic Planning, Development Studies, Business Development and Finance etc.) is required • An honours degree in is required • Understanding of Government Planning and Business Planning Processes • Experience in performing audits will be an added advantage • Excellent report writing and communication skills • Minimum of 8 years work experience in Business Planning, Strategic Planning, Financial Reporting and analysis, Monitoring and Reporting project management • Experience in Human Settlements sector will be an advantage • Valid driver's licence and willingness to travel • Competent at MS Office, MS Excel and other innovation tools




Competencies Required (EXPEXTATION LEVEL: 3 - expert level, 2 - intermediate and 1 - basic level)	
Leadership Competencies	Required Level
Advocacy and Lobbying	
Change Management	
Developing Others	
Delivery Leadership	
Motivating	
Organisational Awareness and Effectiveness	3
Organisational-Health View	
People Management	2
Public and Private Partnering	2
Strategic Leadership	3
Strategic Planning and Annual Performance Planning	3
Team Leadership	
Technical Competencies	
Contractor / Service Provider Management	3
Cost Benefit Analysis	2
Needs Analysis	2
Policy and Procedure Development and Implementation	2
Resource Management	1
Administration Support	3
Facilities and Office Management	
Record Keeping and Storage	
Scheduling and Coordination	
Board Administration	
Board Compliance	
Governance	3
Data Analysis	3
Data Capture	
Data Interpretation	3
Database Management	3
Data Storage and Protection	3
Accounting	
Bookkeeping	
Budgeting and Budget Management	3
Creditor Control	
Financial Management	3
Discipline and Grievance	
Organizational Design and Development	2
Performance Management	3
Skills Development	2
Talent Management	
IT Architecture	2
IT Support	
IT Systems Development and Design	2
IT Use	3
Business Modelling	3
Economic Analysis	3
Management Information Reporting	3
Urban Design and Planning	
Audience Alignment	2
Brand Management	1

Environmental Responsiveness and Reputation Management	2
Event Management	
Market Research and Analysis	2
Marketing and Communication Planning and Implementation	
Public Affairs and Relations	3
Community and Stakeholder Analysis and Diagnosis	3
Community Facilitation	2
Programme Management	3
Project Feasibility	
Project Financial Management	
Project and Programme Financial Modelling	3
Project and Programme Fund Mobilisation	2
Project and Programme Influencing and oversight	
Project Management	
Project and Programme Scope Definition and Management	
Research	2
Research Analysis	2
Research Design	
Research Implementation	
Research Output	
Auditing	3
Evaluation	3
Legislative and Regulatory Awareness	3
Monitoring	3
Quality Control	3
Risk Mitigation and Management	3
Acquisition Management	
Asset Management	
Contract Management	
Demand Management	
Disposal Management	
Logistics Management	
Service Competencies	
Concern for Others	3
Customer / citizen Service and Orientation	3
Environmental Awareness	3
Networking	3
Political Intelligence	
Relationship Management	3
Stakeholder Engagement	3
Team Player	3
Behavioural Competencies	
Action Orientation	3
Analytical Thinking Skills	3
Attention to Detail	3
Compliance	3
Communication Written	3
Communication Verbal	3
Conflict Resolution and Resilience	2
Contextual Application	3
Continuous Improvement	3
Creative Thinking	3
Decision Making	3
Diligence	3



Diversity	3
Drive to Deliver	3
Ethics and Integrity	3
Influencing	3
Learning and Development	3
Mentoring	2
Negotiation	2
Planning and Organizing	3
Problem Analysis and Solving	3
Professionalism	3
Resilience	3
Self-Management and Maturity	3
Situational Responsiveness	3
Thought Leadership	
Technical Curiosity and Expertise	3
Systems and Process Thinking Skills	3

Approval of Job Description			
Title	Names	Signature	Date
Acting Head: Strategy, Programme Planning and Coordination	Ms. Teboho Sejane		17/09/2025