

VACANCY

Position: MANAGER INFRASTRUCTURE DEVELOPMENT (*One position*)
Grade : D4
Location: Head Office, Windhoek

To manage NHE Infrastructure Development Department in executing all NHE Infrastructural Projects; to plan and design all company architectural projects; to manage and maintain rental properties, oversee the maintenance and upgrading of all buildings; to carry out research and evaluation of alternative building products and methods of construction.

KEY RESPONSIBILITIES AND TASKS

- **Project Planning** - Project planning, including producing detailed project plan;
- **Project Execution** - Develop and manage project execution plans, including coordinating multiple projects to ensure they are completed on time and within budget;

Identifying and implementing tools and systems to proactively maintain project governance in accordance with an agreed project execution plan;

- **Project control on cost, time and quality** - Ensures that control measures for cost, time and quality are in place, monitor performance.
- **Project contract management** - Is responsible for proper administration of construction contracts

Responsible for Project and Contract Change Order Management and Value Engineering.

- **Project Risk management** - Conducting a risk management plan for each project by identifying, analyzing, and controlling risk and establishing a response plan to address issues that may arise.

Ensure that monthly project risk review sessions are held and that the project risk register is kept up to date.

- **SHEQ management** - Ensure that Project Safety, Health, Environment and Quality issues are properly managed
- **Project communication and reporting** - to the management, relevant stakeholders and key project participants.

Preparing formal project progress and other reports in order to provide timely and accurate project information and status updates to all stakeholders;

Advising on project resourcing requirements and the procurement of resources;

People management

Make input into developing and managing Infrastructure Development department budget;



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- **Architectural Management** - Plans, co-ordinates and controls the activities of the Architectural Services section, and monitors the performance, progress, and compliance with schedule of all set targets.

Coordinate and oversee all technical activities relating to architectural projects, including directing the design team, reviewing drafts and computer models, and approving design changes.

Innovate and develop new standards, policies, and procedures for architectural design as necessary to minimize costs and maximize efficiency.

Assess potential projects for feasibility by researching and analysing associated technology, design requirements, governmental regulations, and market demand.

- **Property Management** - Controls the activities of the Property Management section and monitors its performance, progress and compliance with the schedule of all set targets.

Manage all aspects of assigned properties including;

- Controls rental administration
- Coordinates repairs and maintenance
- Supervises second bond home upgrades.
- Oversees valuations.
- Supervises insurance claims.

Minimum Qualifications

- BSc. /Eng Civil Engineering/ BSc. Construction Studies qualification or equivalent
- B. Architecture or appropriate qualification is an added advantage.

- Property Studies/Real estate studies or qualification is an added advantage.
- Recognised Project Management certification (e.g. PMP)/Real estate studies/Property studies is an added advantage.
- Minimum eight (8) years' relevant technical working experience of which Five (5) years must be at a managerial level;
- Minimum Three (3) years Project Management experience delivering successful construction/building projects;
- Membership of relevant professional bodies is an advantage.
- Valid Code B driver's licence.

Knowledge, Skills and Competencies required:

- Knowledge of project management methodologies CI and best practices;
- Contract Management skills (Working knowledge of FIDIC suites of contracts);
- Knowledge of Town Planning, building regulations and Municipal by-laws
- SABS Specifications and Building Regulations
- Knowledge of Infrastructure and Building Contract Law
- Knowledge of consulting services (Town Planning; Surveying; Architecture; Civil, Structural, Electrical & Mechanical Engineering Services)
- Understanding of strategic management
- Insight into NHE Housing delivery process
- Strong interpersonal, negotiation and team leadership skills;
- Financial management, time management, and verbal and written communication skills;
- Ability to manage multiple projects simultaneously and results orientated;



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- Proficiency in Microsoft Office tools and construction/project management tools and software;
- Must be willing to travel extensively throughout Namibia;

Applicants should be Namibian citizens. NHE is an equal opportunity employer and offers a competitive remuneration and benefits packages.

People with disabilities meeting requirements are encouraged to apply.

Only shortlisted candidate will be contacted and no documents will be returned.

Applications should be addresses to:

The Chief Executive Officer

Attention: Executive: Human Capital & Strategy

NHE Head Office -7. Gen. Murtala Muhammed Ave.

PO Box 20192, Eros, Windhoek

Via email to: recruitment@nhe.com.na

CLOSING DATE: 18 March 2024