



The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance

PORTFOLIO MANAGER (REF: PORTFM2025)

(Reporting to Projects Development and Funding Executive)

Parktown, Gauteng

JOB DESCRIPTION

GENERIC INFORMATION

1. POSITION TITLE	Portfolio Manager
2. DEPARTMENT	Project Development and Funding
3. REPORTING TO	Projects Development and Funding Executive
4. GRADE LEVEL	D Band
5. LOCATION / CENTRE	Johannesburg

JOB DETAILS

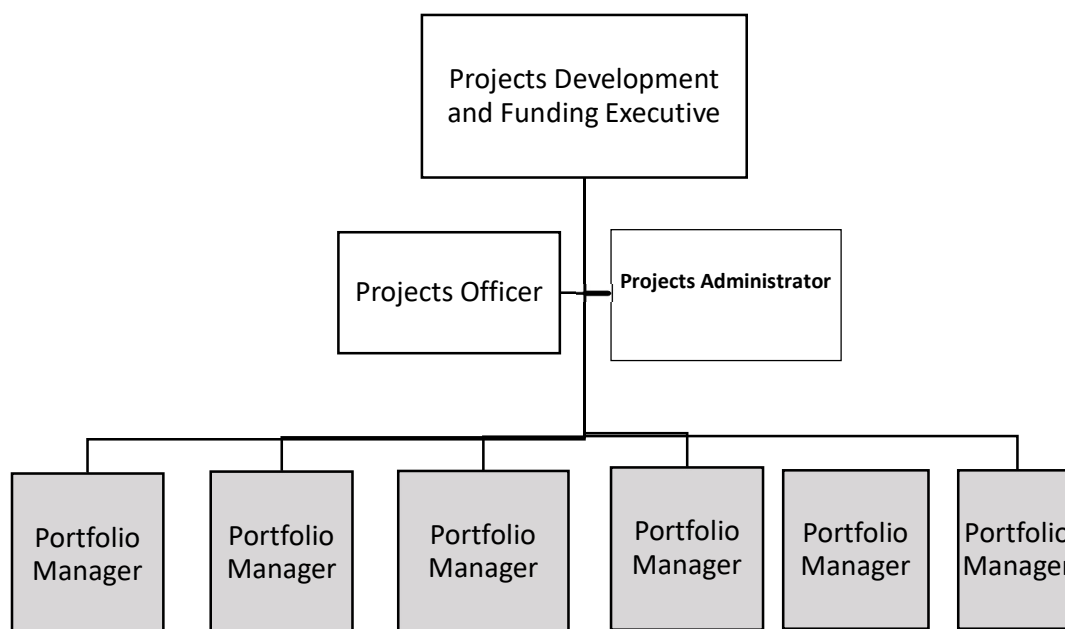
Purpose

The main purpose of the Portfolio Manager is to secure and facilitate the implementation of Social Housing projects that comply with the SHRA grant requirements and achieve the SHRA housing development mandate and targets

Key stakeholders the Portfolio Manager will engage with are:

- SHRA Grant Funding Committees (such as TEC and Investment Committee)
- CEO
- Projects Development and Funding Executive
- CAR Business Unit
- SDT Business Unit
- Supply Chain (BEC, BSC, etc)
- Legal Unit
- Social Housing Institutions
- Other Development Agents "ODAs"
- Financiers
- Provincial and Local Government
- Government Departments
- Service Providers (External Assessors; Project Review Consultants, Development Managers, Feasibility Grant Consultants)
- Consultants
- Developers and Contractors
- Public Stakeholders
- Senior Management
- Public Sector

ORGANISATIONAL STRUCTURE



Key Performance Areas	Activities
Portfolio Management Planning	<ul style="list-style-type: none"> • Participate in the development of the strategically aligned Annual Performance Plan (APP) by the agreed deadline through providing inputs into the development of a plan that delivers the strategic objectives, aligning organisational resources with plan deliverables and managing the implementation of the agreed deliverables by the agreed deadlines. • Contribute to the development of the Unit operational plan by providing input as required. • Resolve challenges hindering or threatening the successful achievement of the deliverables by monitoring performance, identifying areas of risk or challenges being faced and addressing these within agreed challenge resolution timelines. • Communicate the APP and operations plan with relevant stakeholders through formal and informal discussions and presentations by agreed timelines. • Monitor, assist, engage and drive initiatives and interventions with relevant stakeholders towards the achievement of relevant provincial (allocated provinces) social housing targets as outlined in MTSF and APP targets. • Attend and present to relevant Provincial Steering Committees.
SHI and ODA Engagement	<ul style="list-style-type: none"> • Establish and build relationships with Social Housing Institutions and Other Delivery Agents (Private Developers) by developing relationships that are able to deliver on the defined development targets annually and quarterly. • Establish and build relationships with key stakeholders to support securing and delivery of project opportunities by identifying key decision makers and implementers, building healthy and mutually supportive and responsible relationships. • Identify opportunities and potential partnerships to support plans and contracts. • Maintain the integrity of the SHRA single-point-of-contact service approach by managing all contracts from inception to tenant move-in, communicating project packaging progress and requirements,

Key Performance Areas	Activities
	<p>resolving stakeholder queries and issues and providing guidance and advice (when appropriate) as required and at all times.</p> <ul style="list-style-type: none"> • Address and resolve stakeholder issues through investigations, providing feedback and resolving issue within defined standards. • Identify and communicate relevant opportunities and innovations that support stakeholders and resolve impediments hindering successful project initiation or establishing of partnerships and disseminating as approved and agreed within defined standard and quarterly at least.
Project Packaging and Deal Structuring	<p>Applicant/Project Assessment</p> <ul style="list-style-type: none"> • Evaluate project application by conducting a pre-feasibility assessment and determining the ability to meet minimum investment criteria (grant requirements) as required. <p>Technical Feasibility and Financial Viability</p> <ul style="list-style-type: none"> • Evaluate the project, gathering all required data to complete the technical feasibility assessment • Complete the financial viability model, review the viability of the project to ensure that it meets qualifying parameters and identify risks of application within defined standard. • Monitor property market indicators by evaluating market trends, identifying impacts on the application and applying insights to feasibility assessment within defined standard. • Mitigate risks when structuring deals (projects) by developing and recommending funding structures (Debt and Equity structures). • Preparation and recommendation of deals for Technical Evaluation Committee consideration within set deadlines. <p>Grant</p> <ul style="list-style-type: none"> • Engage with client and conduct first stage discussions regarding grant evaluation findings vs client requirements and structure deals based on recommendations, feasibility and agreed way forward (post client negotiation) by deadline in line with the grant funding agreements. • Work with Project Accreditation and hand over findings to conduct TEC and Council approval processes.
Project Approval <i>(The reporting lines to reflect the proposed structure IRO Deal Maker and Construction Managers)</i>	<ul style="list-style-type: none"> • Provide accreditation support by liaising with project owners, providing input, advice and guidance on requirements to achieve accreditation, addressing accreditation deficiencies and shortfalls monthly and as required. • Draft ad-hoc reports/presentation to the Projects Development and Funding Executive by collecting information, analysing and drafting the Reports/presentation as required. <p>Project Approval Committee (PAC):</p> <ul style="list-style-type: none"> • Preparation of PAC project reports, present and motivate proposed projects/deals for PAC support and recommendation to TEC. <p>Technical Evaluation Committee (TEC):</p> <ul style="list-style-type: none"> • Preparation of TEC project reports, ensure proposed projects/deals are considered and recommended onwards to the PDFC.
Project Implementation	<p>Grant Proposal</p> <ul style="list-style-type: none"> • Develop the internal grant proposal that complies with SHRA's Grant Allocation policy by collating information into grant application, providing comment, input and support of proposed application for approval to the TEC and addressing any additional requirements as necessary.

Key Performance Areas	Activities
	<ul style="list-style-type: none"> • Maintain regular communication of progress and decisions with applicant by tracking feedback and communicating within defined standards. <p>Project Packaging and Market Expertise</p> <ul style="list-style-type: none"> • Maintain expertise in property markets and development opportunities, grant application requirements, financial structuring and applicants by conducting research and analysis, investigating areas of concern and communicating with colleagues on a regular basis. <p>Administration</p> <ul style="list-style-type: none"> • Maintain comprehensive and complete records of all grant applications and project progress from initiation to tenant move-in by completing documentation, filing and updating as per information and document management policy daily. • Manage that all applications meet requirements by maintaining expertise, checking all submitted documentation and engaging with clients to address gaps before applications are submitted and throughout the application and project process. • Contract manage the implementation of projects in terms of the signed Grant Funding Agreements by managing that project plans are developed, tracking delivery to project plans, achievement of conditions precedent and financial closure conditions, coordinating payment of grant drawdowns, collecting and checking of documentation and managing overall delivery of project in line with grant requirements daily. • Manage project performance by projecting cash flows, project milestones and monitoring performance, identifying areas of non-performance and implementing corrective action, as required. • Prepare regular projects reports yielding project status updates. • Attend project meetings as required. • Manage that project developments are delivered to defined standards by scheduling Project Review Consultant (PRC) project reviews, evaluating findings from PRC reviews, tracking delivery against PRC requirements and managing that payments are paid when all project delivery requirements are complied with to standard and within deadlines. • Address delivery issues when required by engaging with stakeholders, providing technical support and advice (where applicable), assisting to resolve issues and escalating where agreed stakeholder actions are not taken or repeated offences occur. • Build product – overseeing that what is built is as per approved drawings • Attend and participate in SCM meetings and processes as required.
Financial Management	<ul style="list-style-type: none"> • Review and validate submitted claims for disbursement drawdown by grant recipients and their appointed contractors. • Verification and confirmation of disbursed funds towards the approved contractors through submitted financial reports and bank statements. • Monitor and control cashflows for the social housing programme as per EXCO approved cashflow plan. • Manage financial risks by ensuring that the submitted claims meet the treasury guidelines and are compliant with the acceptable norms & standards.
Tenanting	<ul style="list-style-type: none"> • Ensure that grant recipients submit tenant lists in the prescribed excel format. • Review tenant lists and analyse previous submissions per project to avoid duplications.

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	<ul style="list-style-type: none"> • Monitor and ensure that submitted tenant lists comply with Regulations and approved QSC. • Obtain approval of the tenant list from the CAR unit and resolve findings raised.
Technical Support	<ul style="list-style-type: none"> • Support SHIs and ODAs with projects to develop proposals by reviewing submissions, identifying opportunities to better present application, supporting amendment of application, checking for all required submission documentation and supporting application process as required. • Give advice and support in developing projects in line with SHRA and social housing requirements by evaluating each opportunity, identifying technical risks and opportunities, communicating risks and opportunities and participating in creating projects that are technically aligned with SHRA and Social Housing requirements as required. • Provide input to Sector Development and Transformation by analysing project packaging and implementation gaps, developing findings and recommendations and communicating these as required.
Funding Mobilisation	<ul style="list-style-type: none"> • Introduction and presentation of the social housing programme to private financiers. • Facilitation and engagements with financiers for the purpose of mobilising debt and equity facilities for the social housing programme. • Facilitation and conclusion of the Memorandum Of Understanding with multiple financiers, with legal input.
Stakeholder Management	<ul style="list-style-type: none"> • Implementing the approved stakeholder management plan. • Attendance and reporting to the National Quarterly Provincial Performance Reviews. • Preparation and presentation to Provincial Steering Committees. • Attendance and presentation to programme related workshops. • Facilitating statutory approvals by the relevant municipalities and other entities. • Facilitation and attendance to project launches, sod turning and handover events. • Ad-hoc stakeholder engagements such as War rooms, workshops and support.

REQUIREMENTS	
Qualifications/Knowledge (including most relevant field of study) <ul style="list-style-type: none"> • Degree (NQF 7) or equivalent in Build environment or similar (Quantity Surveying, Civil Engineering etc.) • Required computer literacy levels 	Experience <ul style="list-style-type: none"> • 5 years Built environment experience • 5 years Finance or Financial compliance experience is preferred • 3 years Project Management and Contract Management experience

Note: SHRA reserves the right not to make an appointment or withdraw the advertisement. Appointments will be made in line with the Entity's Employment Equity Plan. Communications will be with short-listed applicants only.

To apply for the above position, please forward a relevant CV to recruitment@shra.org.za. **Please ensure that you use the reference (Ref: PORTFM2025) in the subject line.** The closing date for applying is the 03 October 2025.