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

PROJECT ACCREDITATION SPECIALIST (Ref: PROACCSP2026)

(Reporting to the Accreditation Manager)

Parktown, Gauteng
Salary Negotiable

GENERIC INFORMATION

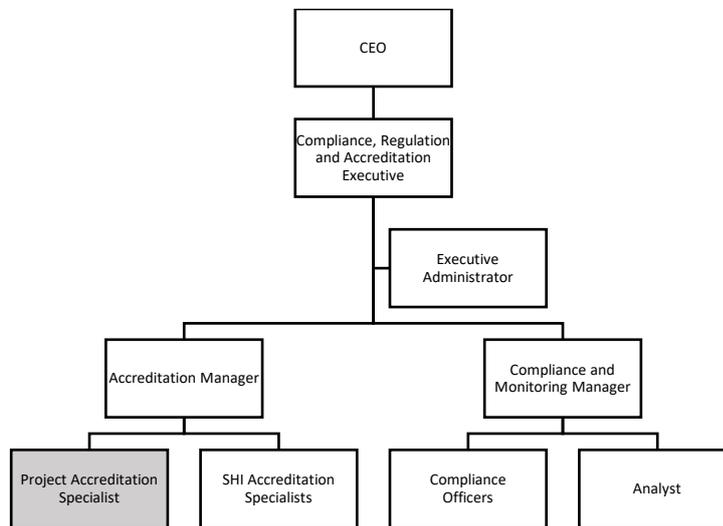|		
1.	**POSITION TITLE**	Project Accreditation Specialist
2.	**DEPARTMENT**	Compliance, Accreditation and Regulations
3.	**REPORTING TO**	Accreditation Manager
4.	**GRADE LEVEL**	D1 Band
5.	**LOCATION / CENTRE**	**Johannesburg**

JOB DETAILS

Purpose

The main purpose of the Project Accreditation Specialist is to review project accreditation applications in line with the requirements, prepare accreditation reports and support accreditation of projects.

Key stakeholders the Project Accreditation Specialist will engage with are:

- SHRA MANCO and Executive Committee
- The MANCO Executive
- Accreditation Manager Compliance and Monitoring Manager
- Regulations and Compliance Unit Manager
- Provincial and Local government
- Project Development and Funding
- Sector Development and Transformation
- Supply Chain Management
- Service providers
- Potential Social Housing Delivery Agents

ORGANISATIONAL STRUCTURE

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                          ┌──────────────┐
                          │     CEO      │
                          └──────┬───────┘
                          ┌──────┴────────────┐
                          │ Compliance,       │
                          │ Regulation        │
                          │ and Accreditation │
                          │ Executive         │
                          └──────┬────────────┘
                          ┌──────┴───────┐
                          │  Executive   │
                          │Administrator │
                          └──────┬───────┘
              ┌──────────────────┴──────────────────┐
      ┌───────┴────────┐                    ┌────────┴─────────┐
      │  Accreditation │                    │  Compliance and  │
      │    Manager     │                    │Monitoring Manager│
      └───────┬────────┘                    └────────┬─────────┘
        ┌─────┴──────┐                        ┌───────┴────────┐
┌───────┴──────┐┌────┴─────────┐      ┌───────┴──────┐┌────────┴───┐
│   Project    ││     SHI      │      │  Compliance  ││            │
│ Accreditation││ Accreditation│      │   Officers   ││  Analyst   │
│  Specialist  ││ Specialists  │      │              ││            │
└──────────────┘└──────────────┘      └──────────────┘└────────────┘
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Key Performance Areas	Activities
Accreditation Preparation and Assessment	• 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. • Contribute to the development of the Unit operational plan by providing input as required. • Establish and build relationships with Social Housing Institutions and ODAs by developing relationships that are able to deliver on the defined development targets annually and quarterly. • Review accreditation applications by reviewing documentation provided in line with the accreditation requirements and standards, assess the application, identify accreditation gaps and shortfalls and document these as required • Provide accreditation support by liaising with project initiators, providing input, advice and guidance on requirements to achieve ODA Project accreditation, addressing accreditation deficiencies and shortfalls • Maintain regular communication of progress and decisions with delivery agents by tracking feedback and communicating within defined standards • Implement accreditation plan by planning work and engaging with applicants seeking accreditation to enable achievement of the accreditation plan targets. • Engaging Provincial and Local Municipal Key Stakeholders
Project Review, Due Diligence and Verification	• Verify project submission by conducting a pre-screen which determines the ability to meet minimum investment criteria **SHI And ODA Project Verification:** • Verify the Quick Scan A submission and Technical Minimum investment Criteria, gathering all required data to complete the viability assessment, complete the verification report and review the viability of the of the ODA project accreditation submission to ensure that it meets the qualifying SHI and ODA Project Accreditation readiness.
	• Pre- Assess, review and complete the standard accreditation compliance criteria including: legal form, shareholding structures, governance arrangements, financial sustainability, tenant management, property management and property development and transformation profile • Facilitate feedback regarding the outputs of the due diligence process and advice on reasons for non-approval and proposed remedies • Provide accreditation support by liaising with Provincial and Local Municipal key stakeholders, project initiators, providing input, advice and guidance on requirements to achieve accreditation, addressing accreditation deficiencies and shortfalls monthly and as required.

Key Performance Areas	Activities
	• Provide input into the development of accreditation standards and criteria by reviewing existing standards and criteria, referencing accreditation pitfalls experienced and providing input as required. • Prepare accreditation submissions by collecting accreditation documentation, preparing accreditation recommendation reports and submitting for approval and presentation at the Council Sub-Committee as required. • Implement accreditation plan by planning work and engaging with projects seeking accreditation to enable achievement of the accreditation annual targets. • Identity support required by aspiring delivery agents and make suitable recommendations to Sector Development. • Provide support to Sector Development and Transformation by analysing projects packaging and implementing identified gaps, developing findings and recommendations and communicating these as required.
Accreditation Information Management and Reporting	• Capture accreditation information by inputting information into the correct document management and storage systems and filing documents in line with the relevant filing and naming protocols daily. • Management of the Project Pipeline by Identifying accreditation blockages by tracking trends and patterns in the accreditation applications received, identify common pitfalls and challenges, develop recommendations, liaise with sector development to support capacity development in accreditation practices as required. • Draft accreditation reports to the relevant governance committees, analysing the information and capturing it in the defined report structure monthly • Draft adhoc reports by collecting information, analysing and drafting the reports as required.
Project Packaging	• Maintain regular communication of progress and decisions with applicant by tracking feedback and communicating within defined standards. • Preparation of SHI & ODA Project Accreditation reports, , ensure proposed projects are presented at various committees and project accreditation outcomes of is communicated to applicants. • Membership of Project Approval Committee Work with Project Development & Funding and hand over findings to conduct PAC, TEC and Council approvals processes.
Supply Chain Management Support	• Provide technical support on the procurement of technical related services by forming part of the Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee. • Attend and participate in SCM meetings and processes as required.
Stakeholder Engagements	• Compliance, Accreditation, Regulations • Attend relevant Municipal and Provincial Steering Committees • Support SD&T information and stakeholder engagements. • Support Marketing and public relations engagements initiatives.

REQUIREMENTS	
Qualifications/Knowledge (including most relevant field of study) • A minimum of a degree or (NQF 7) in the built environment or similar is required • Accompanied qualification in governance will be an added advantage • Required computer literacy (advanced Excel / Power BI)	**Experience** • 4 years human settlements experience • 5 years Built environment experience is required

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: PROACCSP2026) in the subject line**. The closing date for applying is 08 April 2026.