



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: PAS2021)

(Reporting to the Accreditation Manager)

Parktown, Gauteng
Salary Negotiable

Purpose	
The main purpose of the Project Accreditation Specialist is review project accreditation applications in line with the requirements, prepare accreditation reports and support accreditation of projects.	
Key responsibilities	
Key Performance Areas	Activities
Accreditation Preparation and Assessment	<ul style="list-style-type: none"> • 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 • Prepare accreditation submissions by collecting accreditation documentation, preparing accreditation recommendation reports and submitting for approval and presentation at the Council Sub-Committee as required • Identify 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 • Implement accreditation plan by planning work and engaging with projects seeking accreditation to enable achievement of the accreditation plan targets monthly
Accreditation Support	<ul style="list-style-type: none"> • Provide accreditation support by liaising with project initiators, providing input, advice and guidance on requirements to achieve accreditation, addressing accreditation deficiencies and shortfalls monthly and as required • 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
Accreditation Information Management and Reporting	<ul style="list-style-type: none"> • 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 • Draft accreditation reports by gathering information, 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	<ul style="list-style-type: none"> • Applicant/Project Assessment: • Evaluate project by conducting a pre-feasibility assessment and determining the ability to meet minimum investment criteria • Feasibility: • Evaluate the project, gathering all required data to complete the feasibility assessment, complete the feasibility mode and review the feasibility of the project to ensure that it means qualifying project readiness • Technical Evaluation Committee (TEC):

	<ul style="list-style-type: none"> Preparation of TEC, ensure proposed projects are presented at TEC and outcome of TEC is communicated to applicants
REQUIREMENTS	
Qualifications/Knowledge (including most relevant field of study) <ul style="list-style-type: none"> A minimum of a degree or National Diploma (NQF 7) in the built environment or similar is required Required computer literacy 	Experience <ul style="list-style-type: none"> 2 years human settlements experience 5 years Built environment experience is required
Leadership, technical and behavioural competencies	
<ul style="list-style-type: none"> Accreditation Accuracy, Precision and Attention to Detail Problem Analysis, Solving and Trouble Shooting Customer Service and Orientation 	<ul style="list-style-type: none"> Accreditation Maintenance Compliance Relationship Management Data Interpretation

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: PAS2021) in the subject line.** The closing date for applying is 10 September 2021.
