

# Vacancy

This is not an SACPCMP vacancy. All applications related to this vacancy are to be **sent directly to the contact details listed below**. The SACPCMP will **not be responsible** for the receipt of any applications or CVs in this regard.

The SACPCMP is **not involved in the appointment of any positions related to this vacancy**. Queries regarding this vacancy should be sent to the contact details mentioned below.

The SACPCMP will **not respond** to queries submitted regarding this vacancy.

<b>Position</b>	<b>DEVELOPMENT MANAGER</b>
<b>Company offering/representing the Position</b>	HORIZON CAPITAL based in Cape Town
<b>Details of the Position (requirements of position, qualification; registration etc)</b>	<p><b>Qualifications and Requirements:-</b></p> <ul style="list-style-type: none"> <li>• Qualifications, one of the following: <ul style="list-style-type: none"> <li>○ Project Manager (MSc Project Management)</li> <li>○ Construction Studies (BSc Construction Studies)</li> <li>○ BSc (Honours) in Quantity Surveying</li> <li>○ Architect (Bachelor of Architectural Studies) or Master's in Architecture</li> </ul> </li> <li>• 4 -7 years of industry and site experience, with a good construction knowledge and understanding of the JBCC Building Contract</li> <li>• Excellent project management and communications skills</li> <li>• Good team player</li> <li>• Good at planning and organization</li> <li>• Confident and willing to direct meetings</li> <li>• Strong administration and management skills to drive projects.</li> </ul> <p><b>Duties:-</b></p> <p>The Development Manager will be responsible for driving the entire development process, from inception to completion. This will include:</p> <p>Due Diligence and purchase of sites for development</p> <ul style="list-style-type: none"> <li>• Analysis of site setbacks, title deed restrictions and what can be developed on the site.</li> <li>• Arranging Conveyancer's Certificates, Town Planning opinions, traffic and heritage assessments etc.</li> <li>• Requesting opinions from various professionals, documenting findings for sign-off.</li> <li>• Assess information and make recommendations on development opportunities.</li> </ul>

- Development feasibilities and preparation of documentation to investment partners.

#### Appointment of the professional team and pre-construction

- Development of project scope for briefing of the professional team.
- Requesting fee proposals from all professionals, assessment, negotiation and finalization of appointments.
- Overseeing the design process by external architects.
- Pre-Construction: holding bi-weekly team meetings with professional team, taking minutes and following up on required items.
- Ensuring all information required from various professionals is obtained and timelines & deadlines met.
- Obtaining demolition permits and dealing with council related applications.
- Setting up of project timelines and ensuring all items are attended to – from council submissions, preparation of marketing images and brochures, project launch and site commencement.
- Assisting with marketing brochures for developments – obtaining relevant plans, 3D renders, interviews etc.
- Work within selected PC allowances to specify finishes on developments.
- Assist with NHBRC registration and enrolment.
- Arranging various insurances required for construction commencement.
- Negotiation of professional fee drawdown requests, monthly monitoring and payment of the professional team.

#### Construction period

- Attend weekly site meetings and provide relevant info to professional team timeously.
- Assess monthly cost reports from QS and prepare documentation for feedback to Investment partners.
- Monitor project timelines & builders programme.
- Monitor Contractors quality on site.
- Prepare documentation for monthly drawdowns from the bank for timeous payments of contractors and the professional team.
- Drive the process of obtaining required info for the Occupancy Certificate and allow for timeous transfer of end units.
- Ability to bring in projects on time and on budget.

**Please note that the ‘qualifications and requirements’ section is the most important. We assume that many of the ‘duties’ will be learnt while at Horizon Capital.**

Please send your CV to Terry Witter - [terryw@horizoncapital.co.za](mailto:terryw@horizoncapital.co.za)

<b>Location</b>	
<b>Full Time / Part Time / Contract Employment</b>	
<b>Remuneration Details</b>	
<b>CV/Application to be submitted to:</b>	
<b>Contact Person/details</b>	
<b>Closing date for applications</b>	