



SOCIAL HOUSING MANAGER- JOB DESCRIPTION

INTRODUCTION

Habitat for Humanity Kenya (HFH Kenya) is a national non-profit organization that began its operations in 1982 as an affiliate of Habitat for Humanity International. The affiliation is guided by a National Affiliation Agreement (NAA) and a Memorandum of Understanding (MOU). HFH Kenya's vision is: "A nation where every family has a decent place to live." Mission: "Seeking to put God's love into action, Habitat for Humanity Kenya brings people together to build homes, communities and hope". Our overarching goal is: "Enabling low income families access decent and affordable shelter"

CONTRACT DURATION 2 YEARS

LOCATION Nairobi

DIRECT SUPERVISEES

- Construction Supervisor
- Quantity Surveyor

RELATIONSHIP WITH OTHER DEPARTMENTS

- Subject Matter Experts, Line Managers and Project Leads within the Programs Department
- Functional Leads from other departments

JOB PURPOSE

Reporting to the Programs Director, the Social Housing Manager will provide overall leadership and management of HFHK's Social Housing projects through the implementation and maintenance of best practice methodologies, systems, procedures, and policies thus ensuring the projects are executed within budget, they meet the required quality standards and are also delivered on time. S/he administers complex and technical, financial, statistical, analytical work of housing programs and provides budget preparation, forecasting, funding and direction. The Social Housing Manager also oversees contract compliance, database and file maintenance, repair and maintenance projects at the homes, and other logistics coordination for the Housing Program. The Social Housing Manager will build capacity and best practices across all housing programs. S/he will assist communities and stakeholders on exploration of emerging technological opportunities related to green construction ideals that can be supported by public and/or private sector community leaders as important investments for current and future generations.

KEY RESPONSIBILITIES

LEADERSHIP AND MANAGEMENT

- Provide strategic and operational leadership and management to Social Housing
- Ensure alignment between Social Housing projects and the strategic objectives of HFHK
- Provide overall leadership and management to both internal and external professional technical teams and social facilitators involved in Social Housing related projects / programmes under HFHK
- Enhance and maintain employee motivation and cultivate a culture of performance management
- Ensure the efficient and effective professional functioning of the Social Housing programme division
- Ensure the development, implementation, maintenance and regular updating of all the relevant related tools, systems, processes, procedures and techniques of the construction unit in line with best practice and statutory/regulatory requirements
- Oversee and direct construction, infrastructure, and related projects on Social Housing from conception to completion

SCOPING, PLANNING, DESIGNING, AND CLOSING OF PROJECTS

- Lead and manage the total life cycle of Social Housing projects from conceptualisation to completion/closure – within budget, the requisite quality standards and on time
- Ensure that the entire life cycle of Social Housing Projects are captured using relevant software, systems, and tools in line with best practice
- Ensure effective management and documentation of Social Housing project scope and escalation management
- Lead in managing compliance with company rules and policies in the planning, designing, and execution of Social Housing projects
- Identify, monitor, and control scope changes and prepare relevant documentation to support such change
- Manage, measure, and monitor the performance of various external project stakeholders such as professionals, contractors, suppliers, etc in line with the requisite quality and service standards, protocols and service level agreements
- Ensure that the construction standards, regulations, legislative and statutory requirements of Social Housing projects are consistently met throughout the entire life cycle of construction projects
- Ensure project and programme planning and preparation to make projects to be bankable and implementation ready.
- Coordinate short to long term project pipeline planning and updating

BUDGETING AND COSTING, QUALITY ASSURANCE, COMPLIANCE, AND RISK MITIGATION

- Ensure that all Social Housing projects are managed from conception to completion within budget and on time
- Ensure construction within the Social Housing projects are properly costed and budgeted based on project pipeline plan.
- Develop, monitor and ensure strict adherence to project budgets
- Play a leading role in the procurement/adjudication/selection of construction-related service providers, as well as legal contract management
- Ensure that all service providers – contractors, suppliers, etc. submit accurate and correct invoices and ensure that they are accompanied by the relevant evidential documentation such as:
 - Engineers inspection certificates
 - Material compliance certificates
 - Laboratory test results
 - Shop drawings, designs, and calculation
- Ensure the development, implementation, management, maintenance, and updating of credible and bankable project pipeline and adherence to quality assurance systems, policies, and standard operating procedures (SOP) in line with relevant statutory, legislative requirements and best practices to ensure that HFHK upholds and maintains the highest levels of quality assurance
- Ensure that all HFHK Social Housing projects are compliant with all the relevant statutory, legislative and best practice requirements
- As part of good project good practice, ensure that other quality assurance measures such as regular project meetings and site technical meetings are regularly convened and documented
- Develop, implement, maintain and update risk management and mitigation strategy and plan to ensure successful implementation of the social housing projects
- Ensure that stakeholders such as suppliers and contractors adhere to contractual obligations
- Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations

STAKEHOLDER RELATIONSHIP

- Establish and maintain good and amicable relations with all stakeholders at all times

- Ensure that the person(s) responsible for stakeholder relations in the unit develops and maintains stakeholder strategy, plan and mapping which identifies all the relevant stakeholders and their respective "stake" or roles/responsibilities concerning the construction projects
- Ensure that a stakeholder communications strategy and plan is developed and maintained for project (s) by the relevant person(s) in the unit
- Liaise with person(s) responsible for Social Facilitation to ensure that there is an effective social facilitation implementation plan if and when relevant for project(s)
- Ensure projects are implemented as per the agreement with donors/funders, clients and approvals by the board - and also in line with signed agreements/contracts

HOUSING COOPERATIVES

- Align public and private resources to significantly increase the supply of social housing
- Work with developers and other stakeholders to pursue development opportunities and strive to achieve successful developments that meet 21st century standards and the ideals of the community
- Work closely and collaborate with the counties, housing developers, non-profit organizations, and local institutions to implement major portions of the County's Housing Action Plan
- Organize, convene, and facilitate meetings, trainings, workshops, information sessions, and orientations, both virtually and in-person, as needed.
- Conduct research and gather/analyse data that supports milestones, outcomes and program reporting on social
- Work with Community Based Organizations and the local industry to effectively execute on social housing and community development opportunities
- Build and maintain mutually trusting relationships with and among partners including community organizations, businesses, government officials, anchor institutions, consultants, and contractors.
- Serve as member of external partner working committees across housing development areas from national to county level
- Constantly examine local real estate market conditions. Identify development challenges and responses to overcome challenges
- Promote the use of social housing incentives to overcome development challenges
- Influence prospective developers to invest in social housing and mixed-use development opportunities in Kenya

KEY PERFORMANCE MEASURES / INDICATORS

- Alignment between social housing projects and the strategic objectives of HFHK
- Employees are motivated and cultivate a culture of performance management
- Construction projects are compliant with all the relevant standards, regulations, statutory, legislative and best practice requirements
- Social housing projects are properly costed and implemented as per the agreement with donors

QUALIFICATIONS

- Bachelor's degree in a relevant field from any of the following recognized built environment qualifications:
 - Construction Management/Building Science
 - Quantity and Land Survey
 - Town Planning
 - Architectural sciences
 - Civil Engineering
- Masters Degree is preferred
- Formal project management qualification and registration with the relevant professional entity, would be a distinct added advantage

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Good communication skills – including written and spoken presentation
- Analytical
- Problem-solving
- Report writing
- Quantitative presentation and reporting
- Co-ordination skills
- Negotiation and conflict management skills.
- Ability to work in a high-pressure environment
- Deadline-driven
- Ability to pay attention to detail
- High levels of emotional intelligence
- Honesty
- High analytical ability
- Team player.

EXPERIENCE

- A minimum of 8 years' experience in the social housing space
- Relevant and demonstrable project management, managerial and leadership experience in the construction and or property development industry
- Experience in leading and managing social housing projects throughout their entire project life-cycle
- Demonstrable experience in managing and leading a team of technical staff
- Experience in managing multi-year projects
- Implementing and managing quality assurance systems, procedures and policies based on best practice and applicable legislation
- Demonstrable knowledge of the relevant construction/building related legislation
- Understanding of the human settlements/housing challenges, policy, legislation in Kenya
- Computer literacy in Construction Computer Software, Blender (3D Modelling Software), AutoCad

OTHER INFORMATION

- Active support of HFHK Values:
 - Humility – We are part of something bigger than ourselves
 - Courage – We do what's right, even when it is difficult or unpopular
 - Accountability – We take personal responsibility for Habitat's mission
- Ability to work long and odd hours and occasionally, the position holder may be expected to work outside of regular working hours.
- Confidentiality
- Honesty
- High levels of integrity

Safeguarding: HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct

How to apply

If your background, experience and competence match the job specifications, please submit your CV & motivation letter as a single file to hr@hfhkenya.org by **Thursday 18 July 2024** with the position applied for in the subject line.

Due to the expected high volume of applications, note that only shortlisted candidates will be contacted.

Habitat for Humanity Kenya is an equal opportunity employer, and as such, HFHK makes employment decisions and provides equal employment opportunity without regard to an applicant's race, religion, color, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, or disability.

The protection of your personal data is important to HFHK. By submitting your application, you consent to HFHK using your personal data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your personal data will be treated confidentially. HFHK will not use your personal data in any other way other than for purposes of recruitment.

Report fraud at heal.habitat.org