mandela bay
DEVELOPMENT AGENCY
RENEW • REVIVE • INSPIRE

VACANCY

URBAN MANAGER
(REF. No: HR/MBDA/2025/09/11)
GR 17

The purpose of this position is to be responsible for Precincts Planning, the management of facilities, and area management of designated MBDA mandate areas.

The incumbent would have the following Key Responsibilities & Performance Areas:

• Contribute to Strategic Planning

o Develop and implement urban area management plans for mandated areas or projects.

• Facilities Management

o Develop and implement a facility management strategy including preventative maintenance and life-cycle requirements, conduct regular facilities inspections, manage facility space allocation, manage maintenance and repair of facilities and equipment.

o Manage infrastructure and maintenance of MBDA's completed or upgraded projects, general maintenance, cleaning, security and provision of materials to such programmes, projects or precincts.

• Security and Cleaning Programmes

o Develop functional and operational plans to manage and monitor cleansing, security, and informal trading in MBDA mandate areas to ensure service levels are maintained within budget and delivery timelines.

• Budget Planning and Implementation

o Develop and manage annual facilities/maintenance budgets for all MBDA-operated facilities and projects. Monitor spending against budget and provide regular reporting on budget spending as required.

• Stakeholder Management

o Develop, establish and maintain partnerships and engagement with various stakeholders to ensure successful area management programmes.

o Take responsibility for implementation of partnerships agreements with stakeholders within precinct management the scope.

• Collaboration with EPWP

o Collaborate with EPWP and HR Departments in terms of sourcing and deployment of resources.

o Ensuring that the service providers of the unit provide the necessary information and documentation required to ensure accurate EPWP reporting.

• People Management

o Lead, Coordinate and Manage the department to ensure adherence to HR policies, monitor team morale, oversee staff training and development, conduct performance appraisals, and manage discipline in areas of responsibility.

The incumbent should demonstrate the following areas of Experience and Skills: • Strong interpersonal and leadership skills • Excellent communication and negotiation skills (verbal and non-verbal) • Business & Commercial Acumen • Strong analytical abilities • Conflict Management

Minimum Requirements: • Bachelor's degree in Town and Regional Planning or related field • SACPLAN registration eligibility within 18 months • At least 8 years' experience in Urban and Regional planning, facilities or area management and management of staff and service providers • Strong project management and stakeholder coordination skills • An understanding of City Centre management

This position is a permanent one with normal company benefits and a salary package commensurate with experience and relevant tertiary qualifications. Please provide contact details of three (3) written references which will be used to verify qualifications, experience and competence.

Applications with detailed curriculum vitae should be forwarded to recruitment@mbda.co.za

Applications for the above position will close on Thursday, 24 September 2025 @16h30.

The successful candidate will be required to sign a performance agreement; disclose his/her financial interests and undergo pre-employment screening, security vetting and competency assessments as part of the recruitment process.

The MBDA is an equal opportunity employer, committed to the Employment Equity Act (55 of 1998). Previously disadvantaged individuals and people with disabilities are encouraged to apply. If no reply to your application is received within sixty (60) days from date of closing, please consider your application as being unsuccessful. For further information, visit www.mbda.co.za.