



Johannesburg Social Housing Company

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DATE: 12 MARCH 2018

EXTERNAL ADVERT

JOSHCO invites suitably qualified and experienced persons to apply for the following vacant positions.

1. **Position** : **Chief Financial Officer**
Employment Status : **5-year Fixed Term Contract**
Department : **Finance**

Purpose of the Job:

To provide strategic and oversight support to the CEO, as Accounting Officer of JOSHCO in the key areas of financial and budgetary management, supply chain and asset management in relation to development of financial management strategies, policies and systems to ensure a sound and financial stable company.

Responsibilities (but not limited to the following):

- ◆ Determine the strategic direction of the financial management function, including revenue, in the overall strategy of the organization
- ◆ develop
- ◆ Ensure appropriate Supply Chain Management Systems which are fair, equitable, transparent, competitive and cost effective
- ◆ Establish and maintain appropriate asset management systems
- ◆ Conduct and coordinate Medium-term Expenditure Framework (MTEF) processes in respect of the Organisation.
- ◆ Development the medium-term budget that meets the financial strategy of the organisation
- ◆ Financial management of the finance function, which would include management accounting and financial reporting in terms of the local government legislative framework
- ◆ Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in line with MFMA and Treasury Regulations in order to ensure compliance and promote sound financial management
- ◆ Oversee the preparation and submission of monthly financial reports as well as quarterly financial statements to the accounting officer
- ◆ Risk management: Identify financial risks and implement appropriate risk management strategies for the business
- ◆ Develop, implement, coordinate and review financial internal control systems, policies and procedures.

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Minimum job Requirements

Interested applicants must be in possession of:

- ◆ A Valid Grade 12 certificate;
- ◆ Bcom Financial Accounting Honours Degree or equivalent
- ◆ Master's in Business Administration or Leadership (MBA or MBL) will be advantageous
- ◆ Professional certification as a Chartered Accountant with the South African Institute of Chartered Accountants.
- ◆ Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007.
- ◆ Knowledge and understanding of:
 - Government priorities and imperatives
 - Legislation and regulations that govern the Public Service e.g. the Public Service Act, Municipal Systems Act, Local Government act
 - The P/MFMA and regulations, and other relevant legislation – e.g. the National Strategic Intelligence Act; the National Archives of South Africa Act; the Promotion of Access to Information Act
 - Performance monitoring, evaluation and reporting frameworks, systems and processes
 - Practical knowledge of Auditing environment
 - Supply chain framework
 - Relevant legislation and regulatory requirements namely P/MFMA, Treasury Regulations and Frameworks on performance information and strategic plans
 - King 3 principles
 - Communications and information management legislative requirements.
- ◆ 7 - 10 years in financial accounting or a related field, of which 5 years should be in management position.
- ◆ Previous experience in managing a Finance Department essential.

2.	Position	:	Senior Manager: Project Management
	Employment Status	:	5-Year Fixed Term Contract
	Department	:	Housing Development

Purpose of the Job:

The Senior Manager: Project Management will be required to ensure JOSHCO's growth through the on time, on budget and to specification delivery of newly built projects. In addition, the incumbent will be required to manage projects and work with internal and external clients. This candidate will have overall responsibility for planning, managing and delivering projects that are: Medium to large in size, complex in nature, high in risk profile, have multiple inter-dependencies

Responsibilities (but not limited to the following):

- ◆ Property Development & Construction Management
 - Develop an Annual Construction and Property/ Project's Management Plan
 - Provide technical oversight of the construction of the projects in terms of time, budget and quality

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- Review reports and provide troubleshooting to projects with challenges
- Oversee the handover and maintenance liability period of the project/
- ◆ **Oversee & Manage a Team of Project Managers**
 - Develop tender specifications for the appointment of service providers
 - Develop contracting documentation for professionals and contractors
 - Monitor performance of professional teams against contracts
 - Report on service provider performance
 - Participate in the appointment and management of social facilitators
- ◆ **Oversee & Manage the Packaging of Projects for Potential Funding**
 - Exercise sound business judgement, identify, investigate and analyze development opportunities, including innovative solutions
 - Prepare property development business cases and funding proposals, including all aspects of feasibility investigations (including acquisitions, constructions & consultancies)
- ◆ **Oversee the implementation and completion of projects**
 - Ensure that projects are implemented within contractual obligations and regulatory requirements, projects timelines and budget requirements.
 - Maintains project plans and communicates status to Management and Clients as needed.
- ◆ **Budget preparation and cash-flow management**
 - Develop Housing Development budget in line with Capex and Operational plan
 - Report on financial performance of Housing Development
 - Monitor Housing Development expenditure against the budget
 - Verify project payments for approval by the Executive Manager
 - Prepare financial feasibility assessment
 - Prepare financial modelling for viability purposes
 - Oversee the application for funding for grants
 - Ensure that claims are prepared and paid on time.
- ◆ **Development Programme and contract Management**
 - Monitor delivery of projects to ensure that they achieve its original objectives and includes tracking and auditing of contract terms
 - Manage accurate and comprehensive documentation including funder, consultant and contractor agreements
 - Create and lead implementation of systems and policies for quality assurance.
 - Conduct ongoing contract management training
 - Ensure all contractual requirements including acquittals are adhered to.
 - Ensure complaint are dealt with promptly and resolved effectively.

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Registration Number: 2003/008/063/07

Minimum job Requirements

Interested applicants must be in possession of:

- ◆ A valid Grade 12 certificate.
- ◆ A valid driver's license (code 08).
- ◆ A university degree qualification in a Building Science, Construction Management or similar or other suitable tertiary degree.
- ◆ Certificate in Municipal Finance Management in line with Minimum regulations on competency level of 2007 will be added and advantage.
- ◆ Professional Registration with SACPCMP is a must.
- ◆ A minimum of 5-7 years' in project management, construction contracts management and construction management experience of which must entail –
 - Planning and time management (preparing progress reports).
 - Financial and budget management (monitoring budget reports).
 - Communication Delegation & Motivation (on site management, team meetings).
 - General Construction knowledge
- ◆ Experience in the Municipal and or Social Housing sectors and managing multiple-large estate projects, is required.
- ◆ Knowledge of relevant Legislations, construction regulations, standards, incident, investigations techniques, risk assessment methodologies
- ◆ Identify and resolve issues and conflicts affecting projects during the implementation phase of various projects.
- ◆ Manage professional consultants and ensure that all required milestone during implementation of the project are implemented within the set timelines.
- ◆ Meet, communicate and coordinate community participation in all projects during the planning and design processes.
- ◆ Knowledge and application of related ISO 14 000, ISIO 55 000 and OHSAS 18001 / ISO 45001.
- ◆ Knowledge of the P/MFMA.

3. Position	:	Town Planner
Employment Status	:	Permanent
Department	:	Housing Development

Purpose of the Job

To identify, assess and research appropriate land for JOSHCO and manage the ensuing land use management processes.

Responsibilities (but not limited to the following):

- ◆ Coordinate the development of JOSHCO's Land Acquisition Plan by developing appropriate terms of reference for the appropriate professional consultants.
- ◆ Gather critical data to inform the planning process.
- ◆ Participate in the planning and design of housing development projects from conceptualization to implementation.
- ◆ Prepare projects feasibility studies and projects' business plans.

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- ◆ Identify and resolve issues and conflicts affecting projects during the planning phase.
- ◆ Manage professional consultants and ensure that town planning processes are implemented within the set timelines.
- ◆ Meet, communicate and coordinate community participation in all projects during the planning and design processes.
- ◆ Ensure regular projects planning meetings also attend monthly departmental meetings and report on progress to the Senior Manager: Housing Development Planning.
- ◆ Perform any other town planning functions as might be required.

Minimum job Requirements

Interested applicants must be in possession of:

- ◆ A valid Grade 12 certificate.
- ◆ Bachelor's Degree in Urban/Town and Regional Planning or relevant qualification.
- ◆ Minimum of 5 years relevant experience in Town Planning or related area after registration with Professional registration with the South African Council for Town and Regional Planners (SACPLAN) as a professional planner.
- ◆ Planning, organizing and execution skills. Knowledge of Project and programme management, Planning and Development Legislation and Gauteng Provincial Government Political and Executive strategic objectives and priorities.
- ◆ Good communication and computer literacy skills.
- ◆ Experience in project management of town planning processes (Project Management qualification will be an advantage)
- ◆ Thorough knowledge of the principles and practices of Municipal Land Use Planning.
- ◆ Knowledge of the subdivision and shore land and Municipal Zoning Statutes
- ◆ Experience in the Municipal or Social Housing sectors and managing multiple-large estate projects.

4.	Position	:	Occupational Health and Safety Officer
	Employment Status	:	Permanent
	Department	:	Corporate Support

Purpose of the Job

To ensure a safe workplace environment without risk to health. Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated. Co-ordinate the development of health & safety policies, systems of work and procedures.

Responsibilities (but not limited to the following):

- ◆ Assist with implementing the JOSHCO's OHS plans and strategies.
- ◆ Ensure compliance with the OHS Act;
- ◆ Establish and coordinate OHS Committees.
- ◆ Ensure the development and adherence to OHS policy and procedures.
- ◆ Develop and implement Disaster Management/ Recovery Plan.

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- ◆ Assist with the rehabilitation of employees after accidents or injuries and make sure they experience a satisfactory return to work.
- ◆ Review and make decisions in events where an employee has refused to work on the grounds that danger exists, or the work will cause danger to the employees.
- ◆ Raise management and staff awareness of safety accountabilities and responsibilities.
- ◆ Identify and test work areas for potential accident and health hazards.
- ◆ Record and report hazards, accidents and unsafe work conditions, study possible causes and recommended remedial action.
- ◆ Monitor and ensure maintenance of Access Control and Surveillance systems.
- ◆ Compile, oversee and continuously update the OHS and visitor registers.
- ◆ Plan and coordinate emergency procedures such as evacuation drills and first aid crews.
- ◆ Form part of internal and external audits.
- ◆ Attend and make recommendation at monthly OHS meetings.

Minimum job Requirements

Interested applicants must be in possession of:

- ◆ A valid Grade 12 certificate;
- ◆ A three year Degree or National Diploma Health and Safety or Safety Management or equivalent qualification.
- ◆ Certificate of training on SAMTRAC or OHSA.
- ◆ 3 -5 years administrative experience in a Health and Safety environment.
- ◆ Knowledge of relevant Legislations, construction regulations, standards, incident, investigations techniques, risk assessment methodologies
- ◆ Knowledge and application of related ISO 14 000, ISO 55 000 and OHSAS 18001 / ISO 45001.
- ◆ Strong knowledge of Emergency Evacuation Procedures.
- ◆ Computer Literate (Microsoft Office & Outlook).

5. Position	:	Performance Monitoring and Evaluation Officer
Employment Status	:	Permanent
Department	:	Corporate Support

Purpose of the Job

Responsible for implementation of M&E strategies, systems and tools that will ensure accurate and timely performance information data. In addition, the incumbent will coordinate all reporting activities to funders as well as support all aspects contributing to the efficient and effective attainment of delivery of the programmes.

Responsibilities (but not limited to the following):

- ◆ Oversee the integration of all the existing monitoring and evaluation systems within the Department.
- ◆ Manage, monitor and evaluate Departmental programmes and align them with Companywide programme of action/objectives.

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- ◆ Manage and coordinate reporting instruments and tools on monitoring and evaluation.
- ◆ Establish early warning systems on reporting performance of the company.
- ◆ Assist in the provision of information and co-ordinate responses to SHRA, COJ and other relevant funders.
- ◆ Assist with the coordination of quarterly performance review in key outcome areas.
- ◆ Facilitate data verification and validation of information and evidence
- ◆ Undertake data analysis and strategic analysis and develop strategic performance reviews.
- ◆ Participate in monitoring and evaluation activities, including Service Delivery Monitoring.
- ◆ Design and maintain appropriate information management system
- ◆ Assist with the management and evaluations and policy research.
- ◆ Support policy analysis to facilitate appropriate theories of change, setting of logistical arrangements for travelling, meetings, workshops and other stakeholder engagements.
- ◆ Prepare and ensure distribution of quarterly review meetings and workshop documents.
- ◆ Assist with capturing of data, collect and disseminate relevant organisational performance

Minimum job Requirements

Interested applicants must be in possession of:

- ◆ A valid Grade 12 certificate;
- ◆ A three year Degree or National Diploma in Public Administration or Social Sciences or related field
- ◆ 3 -5 years' experience in the performance monitoring and evaluation.
- ◆ Knowledge and understanding of government/local government decision-making, planning, policies and priorities.
- ◆ Knowledge of relevant and applicable Legislations and National Treasury Frameworks.
- ◆ Knowledge of document management, tracking and retrieving of information relevant and applicable Legislations.
- ◆ Good communication and writing skills.
- ◆ Good Administration Skills
- ◆ Knowledge of Corporate Governance and Business Ethics.
- ◆ Project management skills
- ◆ Computer Literate (Microsoft Office & Outlook).

6. Position	:	Courier/ Driver and Messenger
Employment Status	:	Permanent
Department	:	Corporate Support

Purpose of the Job

The position will provide support to the organization in relation to the delivery and collection of documentation and the transport of visitors, Board members and employees as and when required. In addition, the position will provide support to the organization by assisting with administrative/clerical duties, i.e. photocopying, faxing, binding, etc.

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Responsibilities (but not limited to the following):

- ◆ Confirm the deliveries and collections with the depot by telephone.
- ◆ Collect visitors, Board members, employees from various locations and deliver to desired venue.
- ◆ Adhere to policies and processes set out.
- ◆ Comply with JOSHCO dress code by always wearing clean uniform, portraying a professional image at all times.
- ◆ Maintain professional interaction when communicating to JOSHCO customers, both internal and external and in accordance with JOSHCO standards.
- ◆ Discuss day's delivery/collection plan with Administrators / Executive.
- ◆ Plan route.
- ◆ Sort the delivery notes into order of delivery.
- ◆ Load the vehicle with the listed goods.
- ◆ Deliver and/or collect items from businesses or private homes.
- ◆ Obtain signatures for delivered items.
- ◆ Unload, sort & deliver collected items internally.
- ◆ Keep a record of deliveries made.
- ◆ Keep the vehicle clean and in good working order.

Minimum job Requirements**Interested applicants must be in possession of:**

- ◆ A valid Grade 12 certificate.
- ◆ 1-2 year relevant driving experience with a valid car driver's license
- ◆ At least two years' courier or postal delivery experience.
- ◆ Basic office administration skills.
- ◆ Good knowledge of routes, suburbs and cities.
- ◆ Basic mechanical functioning of vehicles.
- ◆ Ability to read maps and excellent driving skills.
- ◆ Ability to remember names and addresses.
- ◆ Planning, organizing and prioritizing.
- ◆ Good communication skills – verbal & written.

Application Procedure:

Interested applicants are invited to apply by submitting their CV's together with certified copies of qualifications and ID to: recruitment@joshco.co.za and failure to submit the required documents will result in your application not being considered. JOSHCO is an equal opportunity and affirmative action employer and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender and disability). Correspondence will only be limited to shortlisted candidates only and applications who have not been contacted within 6 weeks should consider their applications as unsuccessful. JOSHCO reserves the right not to make an appointment. The Closing date for applications is 23 March 2018. For additional information regarding the advertised positions, applicants are encouraged to access our website at www.joshco.co.za.



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