



26 July 2023

INTERNAL AND EXTERNAL ADVERT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA). **JOSHCO invites suitably qualified and experienced persons to apply for the following vacant position.**

Position : Business Performance Reporting Specialist
Employment Status : Permanent
Department : Business Planning and Strategy

Purpose of the Job: This role reports to the Manager: Planning and Performance Management and has a key responsibility to manage the effective and efficient business planning and coordinating of activities that relate to reporting of organisational performance against key indicators and business objectives.

Responsibilities (but not limited to the following):

- Working with the functional leads in agreement with the standard list of metrics and KPIs across different Business Units for each end-to-end business process.
- Measuring the performance across the end-to-end processes through the lens of efficiency, effectiveness, and sustainability.
- Performing benchmarking to baseline current performance across each end-to-end process.
- Generating performance reporting (dashboards) on a regular cadence (mostly monthly), utilizing appropriate reporting technology.
- Ensuring an efficient reporting process including, data submissions and extractions, analysis, packaging, and reporting.
- Work with Internal Audit to implement Internal Audit strategic and operational audit plans.
- Contributing to the delivery of internal and external routine reporting at a strategic, management (tactical), and operational level, relating to functions across JOSHCO.
- Preparing, reviewing, and distributing all management and operational-related reports.
- Maintaining the report review schedule in accordance with reporting governance principles.
- Attending report review meetings with the Manager: Planning and Performance Reporting, Functional Heads, and relevant team members.
- Setting and publishing future targets based on benchmarking and process capabilities and calibrating targets to align with business expectations.
- Building relationships with clients through effective communication and stakeholder management.

Minimum job Requirements, interested applicants must be in possession of:

- National Diploma or Degree in one of the Social Sciences, Public Administration, Planning, Business, Economics or other relevant.
 - Post Graduate Diploma will be an added advantage.
 - At least 3-5 years' experience in the business performance reporting environment.
 - Knowledge and understanding of government/local government decision-making processes, planning, policies, and priorities.
 - Knowledge of relevant and applicable Legislation and National Treasury Frameworks.
 - Knowledge of document management, tracking, and retrieving of information relevant and applicable legislations.
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- **General Management Skills:** Communication, Facilitation, Conflict Management, Planning and Organisational skills, Relationship Management: building and maintaining strong internal business relationships, Teamwork and Project Management, Data Analysis skills, Networking skills, Decision-making skills, Negotiation skills, Problem-Solving skills, Monitoring skills
 - **Technical Knowledge and Skills:** Data Collection, following a clear process to ensure the data collected is clean, consistent, and reliable, Quality of Data, i.e., accuracy, completeness, consistency, reliability and up to date, Ability to engage confidently with colleagues both on an interpersonal as well as a formal written/presentation basis.
 - **Attributes:** Emotional Intelligence, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability and flexibility, and Situational sensitivity.
 - Advanced MS Office skills (Outlook, Word, Power Point and Excel)

Application Procedure:

Please take note that only online applications will be considered. Please apply by using the following link below, by either copying the link onto browser or click on the link:



https://share-eu1.hsforms.com/1NiwKdv_DQ76sWvhm0SRaBQew554

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 and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.

The Closing Date for Applications is 4 August 2023.