



Johannesburg Social Housing Company

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INTERNAL AND EXTERNAL ADVERTISEMENT

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 : **Community Development Officer X2**
Employment Status : **Permanent**
Department : **Office of the Chief Operations Officer**

Purpose of the Job: The position is responsible to implement the JOSHCO community development strategy and to support the development of sustainable communities that improve the quality of life of tenants at JOSHCO and to manage the social environment within the JOSHCO buildings

Responsibilities (but not limited to the following):

- Establish community development needs and priorities in Joshco buildings.
- Create and work in partnership with Joshco tenant and communities.
- Maintain current database on issues to community development programmes.
- Attend meetings and events with tenants and other external parties to assist and guide their initiatives e.g., Local Forums to address social issues.
- Publicize and promote the objectives and functions of the position of community development in the buildings.
- Ensure appropriate community engagement in the various buildings.
- Promote projects in the buildings
- Report on potential training needs that emerge from community development processes.
- Align training needs to the EPWP programme implemented by Joshco.
- Organise suitable training venue and encourage tenants to attend training sessions.
- Provide logistical support to training service providers.
- Arrange follow up training with suitable handouts necessary.
- Publicize and promote the objectives and functions of the position of community development in the buildings.
- Work closely with the various tenant representative bodies and establish good working relationships with these bodies
- Ensure that all approved policies and procedures are circulated to all concerned.
- Develop a short-term plan to cope with the urgent needs of the various communities.
- Identify opportunities for EPWP implementation in Joshco.
- Provide support in managing the EPWP learnerships.
- Implement the EPWP project plans.

- Report on progress against agreed project plans and EPWP targets
- Assist visitors and other interested parties to gain a full understanding of the company's community development programmes.

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

- Grade 12
- Diploma (NQF level 6) or Degree (NQF level 7) in Public management, Social Sciences, Social Work or a related field.
- At least two (2) years' experience in a related field, community development and management.
- Strong community development or program management experience will be an added advantage.
- Experience in the public sector will be an advantage.
- **General Management Skills:** Communication –(Complex), Conflict Management – (Complex), Relationship Management – (Complex), Teamwork – (Complex), Project Management (Complex), Planning and Organising (Complex), Problem Solving (Complex)
- **Technical Knowledge and Skills:** Housing Sector Legislation, Monitoring and Evaluation.
- **Attributes:** Emotional Intelligence, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability and flexibility, and Situational sensitivity.

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/12yByBggHQhLwAOvurzMwew554>

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 26 October 2023.