



Johannesburg Social Housing Company

61 Juta Street  
Braamfontein  
2094

PO Box 16021  
New Doornfontein  
2028

Tel 0861 JOSHCO  
Tel +27 (0) 11 406 7300  
Fax +27 (0) 11 404 3001  
Email [info@joshco.co.za](mailto:info@joshco.co.za)  
[www.joshco.co.za](http://www.joshco.co.za)

**09 June 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** : **Legal Officer - Construction**  
**Employment Status** : **Permanent**  
**Department** : **Office of the CEO**

**Purpose of the Job:** This position is responsible to manage legal, contractual, regulatory, and transactional issues and procedures related to construction, infrastructure, and engineering; oversees all legal and contractual elements of construction projects.

### **Responsibilities (but not limited to the following):**

- Drafting and vetting contracts (Project Management Agreements, Service Level Agreements, Use and Maintenance Agreements, Health and Safety Agreements, Funding Agreements, JBCC Building Agreements, PROCSA Agreements, Deeds of Sale), and ensuring that such contracts are signed timeously by service providers and JOSHCO.
- Ensuring that the organisation complies with relevant construction legislation and policies.
- Managing the storage of contracts, policy documents and construction guarantees.
- Preparing necessary documentation in pursuit of amounts owed to the company.
- Assist in the preparation of summonses, defences, submissions and other pleadings in civil cases both for and against the organization.
- Providing legal advice and legal opinions on contracts.
- Maintaining a Contract register and filing system.
- Facilitate various forms of dispute resolution, up to litigation, when contracts are breached, payments are not made, injuries sustained, and other issues arise around projects.
- Advising on health and safety, insurance, liability, and environmental matters relating to projects.

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

- LLB Degree
- A minimum of three (3) years' relevant post-qualification experience in the legal industry, of which at least one year must be post-admission as an advocate or attorney
- Contract drafting, reviewing, and negotiating skills.
- Sound knowledge of all industry specific contracts, regulations, and procedures.
- Detailed understanding of the construction industry as a whole, not just the legal aspects.

- Knowledge of commercial and transactional law.

**Skills and competencies-** The ideal applicant must possess the following skills and competencies:

- **Generic skills:** Planning, Leadership, Communication, Facilitation, Conflict Management, Ethical, General Management Skills, Financial Data Analysis skills, Budgeting and Budget skills and Problem- Solving skills.
- **Technical Knowledge and Skills:** Social Housing Sector Legislation, Project Management, People Management, Planning and Organizing, Problem Solving, Ethical, Negotiation Skills, Gather and Analyze Information. Housing Sector Legislation, Construction Legislation, Lease Agreement Management, Default Management, Eviction Management, MFMA, Companies Act , Municipal Systems Act, Articles Association
- Project Management
- **Attributes:** Emotional Intelligence, Interpersonal Skills, Assertiveness, Attention to detail, Adaptability, Flexibility, 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/1qMiMgjwyRkWIGVOiP-iwNAew554>

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 19 June 2023.**