



Johannesburg Social Housing Company

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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 : **Monitoring and Evaluation Officer**
Employment Status : **Permanent**
Department : **Business Planning and Strategy**

Purpose of the Job: This position is responsible for implementation of M&E strategies, systems and tools that will ensure accurate and timely performance information data.

Responsibilities (but not limited to the following):

- ◆ Developing a business plan for land assembly strategies and housing support services.
- ◆ Oversee the integration of all the existing monitoring and evaluation systems within the organization
- ◆ Manage, monitor and evaluate departmental programmes and align them with Companywide programme of action/objectives
- ◆ Assist in the provision of information and co-ordinate responses to SHRA, COJ and other relevant funders
- ◆ 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.
- ◆ Collect, collate and report the organization performance on Service Level Agreement
- ◆ 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 organizational performance.

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

- ◆ B-Tech / Degree in Internal Auditing/ Risk Management, Accounting/Finance and Economics.
- ◆ A three-year (3) Degree or National Diploma in Public Administration or Social Sciences or related field

- ◆ 3 -5 years' experience in 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
- ◆ Knowledge of Corporate Governance and Business Ethics

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, Monitoring Skills.
- ◆ **Technical Knowledge and Skills:** Social Housing Sector Legislation, Data Collection and Management, Performance Monitoring and Evaluation Techniques and Processes.
- ◆ **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/1gez-E-gySr6W40u3xcpFDAew554>

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 30 May 2023.