



Johannesburg Social Housing Company

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**18 October 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).

**We invite suitably qualified and experienced persons to apply for the following vacant position.**

**Position** : **Social Facilitator X4**  
**Employment Status** : **Permanent**  
**Department** : **Office of the Chief Operations Officer**

**Purpose of the Job:** To build and maintain relationships with ward Cllrs, community members, tenants, targeted internal staff members and other JOSHCO stakeholders to better understand their concerns and perceptions, build and maintain mutually beneficial relations. The role will further be responsible for assisting in the development and implementation of external stakeholder relations strategy.

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

- Assist in the development and execution of Public and Stakeholder Relations strategy.
- Community and tenant engagements.
- Attend community and tenant meetings.
- Brief the community about the project in the ward.
- Assist in the development and implementation plan of handling community and escalated tenant complaints.
- Identification of all relevant stakeholders, secure buy in and support
- Liaise with community leaders, community representative's structures and leverage trust and forge healthy relationships with key stakeholders.
- Record and coordinate correspondence received from stakeholders.
- Organise meetings and record proceedings.
- Management and safe keeping of all correspondence.
- Provide logistical support to the unit.
- Keep tenants informed on Projects developments.
- Liaise with identified stakeholders and ensure that they are informed and satisfied with the service rendered in projects and facilities.

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

- Grade 12
- A National Diploma/Bachelor's degree in Public Relations, Business Management and Community Development studies
- 03 years' experience in a similar position.
- Experience in the public sector will be an added advantage.
- Code 08 valid driver's license is a necessity.

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

- **Generic skills:** Communication, Relation Management, Teamwork, Facilitation, Analytical, Numerical, Deadline driven, Excellent interpersonal skills, Presentation, Marketing, Excellent written and verbal.
- **Management and leadership skills:** People Management, Planning and Organizing, Problem Solving, ability to work independently and within a team.
- **Attributes:** Hard Working, Emotional intelligence, Assertiveness, Prioritization, Interpersonal Skills, Pay attention to detail, Flexible, Reliable, Innovation, Persuasion, Innovation, and proactive nature.

**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/1pwwBMVG9R0ajKBT0jIXRrrew554>

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 28 October 2023.**