



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 : **Supply Chain Manager**
Employment Status : **Permanent**
Department : **Office of Chief Financial Officer**

Purpose of the Job: The position will serve to coordinate and undertake the effective functioning of the Supply Chain process based on required internal control measures, including coordinating the procurement of day to day goods and services for JOSHCO.

Responsibilities (but not limited to the following):

- ◆ Develop, implement and review Supply Chain Management (SCM) Policies and Procedures to ensure compliance with the MFMA and applicable legislation.
- ◆ Ensure that procedures are streamlined to meet the company's objectives.
- ◆ Advise on the drawing up of contracts to ensure compliance with the supply chain management processes.
- ◆ Negotiate terms of reference pertaining to potential awards and manage the implementation of contracts as well as Service Level Agreements
- ◆ Assume Leadership role in JOSHCO's tender adjudication process.
- ◆ Perform compliance audits in relation to all the SCM Processes as per JOSHCO's SCM policies and procedures and ensure that JOSHCO's BEE and SME targets are met.
- ◆ Manage internal and external customer relationships and deliver value adding services to SCM customers.
- ◆ Communicate with Managers and Staff within the company in pursuit of sustainable reductions in the total cost of goods and services procured, with simultaneous improvements in the quality and service levels of the supply base.
- ◆ Develop and implement supplier performance measurement systems.
- ◆ Prepare and disseminate SCM performance reports to EXCO and to Line Managers
- ◆ Develop financial bookmarks in relation to services that will be procured on behalf of JOSHCO .

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

- ◆ National Diploma / Degree in Finance or Procurement Management/ Supply Chain Management/Public Administration / suitable qualification.
- ◆ A relevant Post Graduate Qualification will be an added advantage.

- ◆ 3-5 Years experience required in a similar position as well as strong experience in the implementation of the PPPF Act , MFMA as well as an understanding of BBBEE Act requirements in line with the implementation of Procurement prescripts in local government sector
- ◆ Management as well as understanding and interpretation of of contracts, and drafting thereof
- ◆ Knowledge of Contract Management is essential.
- ◆ Knowledge and understanding of the MFMA Act, PPPF Act and BBBEE Act

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

- ◆ **Generic skills:** Relationship Management: Relationship with other departments, managers, and staff, Relationship with service providers, Good organisational and time-management abilities, Strong attention to detail, Excellent verbal and written communication skills, The ability to work on multiple projects simultaneously while maintaining accuracy.
- ◆ **Technical Knowledge and Skills:** Financial, Accounting, Budget, Developing and Implementing policies and procedures, Problem solving and gather and analyse information.
- ◆ **Attributes:** Ability to collaborate with coworkers, clients, and suppliers and having an exacting personality.

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. Failure to apply using the correct link, will result to any application not considered.



https://share-eu1.hsforms.com/1_3sPU2rTQm2oezeIS83ZVwew554

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 29 January 2024 at 16:00 any application received after the closing date will not be considered.