



Johannesburg Social Housing Company

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**22 November 2023**

## **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** : **Administrator**  
**Employment Status** : **Permanent**  
**Department** : **Office of the Chief Operations Officer**

**Purpose of the Job:** To handle information produced and received, irrespective of the medium in which it has been received.

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

- Supports programme managers by overseeing administrative tasks and communicates with project and client stakeholders.
- Coordinates project status reports, action reports, and task schedules; Compiles agenda and minutes.
- Executes project management administrative tasks.
- Prepares and manages project management documents.
- Ensures all project documentation meets all governance and audit standards to mitigate project risk.
- Ensures reports and documents are stored in the appropriate database.
- Schedules stakeholder meetings, documenting, and communication on instruction of the Programme Manager and Senior Project Manager.
- Consolidates status reports received from project managers and stakeholders.
- Schedules stakeholder meetings and facilitates communication between the project managers and stakeholders throughout the project life cycle.
- Manages project management documents such as: status reports, task delivery reports, and action reports, as directed by the project manager.

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

- Grade 12 or equivalent at NQF level 4 with at least 120 credits
- Computer Literacy in MS Office
- A relevant post matric qualification in Operations Management, Project management and business administration would be advantageous

- At least 1 years' experience in office administration, project management, operations management or similar environment.
- **General Management Skills:** Communication, Facilitation ,Conflict Management ,Customer Service ,Relationship Management, Teamwork.
- **Technical Knowledge and Skills:** Health and Safety Legislation, Classification of filling system, Document Management.
- **Attributes:** Emotional control, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability and Flexibility, Situational sensitivity

**Application Procedure:**

Please take note that only online applications will be considered. **Applicants are advised to use Google chrome when applying for JOSHCO positions.** 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/1rMlotdzTUyWT5HLrWui3Qew554>

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 November 2023.**