



Johannesburg Social Housing Company

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10 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 : **Property Supervisor X3**
Employment Status : **Permanent**
Department : **Housing Management**

Purpose of the Job: To oversee the management of the building including management of vacancies, service providers and maintenance of the building.

Responsibilities (but not limited to the following):

- Manage the vacancy levels in buildings through:
 - Assisting prospective clients
 - Facilitate viewing of vacant units
 - Vacancy audits
- Assist in rental collection process through:
 - Distributing rental statements
 - Distributing arrears letters
 - Providing support to tenants in interpreting rental statements
- Manage and report on the condition of the building through:
 - Inspecting the building and the grounds and identify key areas of concern
 - Reviewing any security or maintenance incidents
 - Monitoring cleanliness of buildings
- Inform Portfolio Officer of any illegal activities in the building and of any tenant activities in contravention of the lease agreement.
- Perform any other functions as and when required
- Welcome and induct new tenants
- Discuss house rules with new tenants
- Complete the snag list with new tenant and exiting tenants
- Complete the tenant exit process with exiting tenants
- Establish tenant committees
- Communicate with and support tenant committee
- Address maintenance requirements as identified by tenants within defined timeframes
- Attend to minor maintenance

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

- Grade 12
- Degree/ Diploma/NQF level 6 /NQF level 7 in property management, Public administration, Development studies, Business Management
- At least 2 years' experience as a building manager, project officer or related.
- **General Management Skills:** Communication (Basic),Facilitation (Basic),Conflict Management (Basic),Customer Service (Basic),Relationship Management (Basic),Teamwork (Basic).
- **Technical Knowledge and Skills:** Asset management ,Conduct Surveys (post occupancy / market surveys), Eviction Management (Basic), Lease agreement management (Basic), Maintenance Planning, Occupational Health and Safety (Basic)
- **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. 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/1QW28JMbCRGSZgJKQDsPypQew554>

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 20 November 2023.