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

Position : **Business Process Engineer/Analyst**
Employment Status : **Fixed Term Contract (12 Months)**
Department : **Business Planning and Strategy**

Purpose of the Job: The position requires an excellent working knowledge of experienced business process analysis or business process reengineering and project management skills. Candidate to grow business process improvement practice and work alongside ICT and business professionals to support strategic efforts.

Responsibilities (but not limited to the following):

- Work under the Executive Manager: Planning & Strategy to deliver the re-engineering of cross functional/key business processes across the organization.
- Understand current business processes and define future business processes.
- Develop Business Process Template for documentation.
- Perform stakeholder analysis and ensure appropriate stakeholders are proactively included to ensure early buy-in of the to-be state and improve adoption.
- Plan and execute Business Process workshops or sessions with team members, business stakeholders, and executive.
- Understand, refine, and validate the 'Voice of Customers' (VOC)-- business challenges, opportunities, and risks with stakeholders; challenge stakeholders on their assumptions, understand "why", and distinguish needs from wants.
- Document current (as-is) and future(to-be) business process/es and 'use-cases' using Lean 5S principles, customer journey maps, and design principles.
- Research, analyze and document business process requirements for changes.
- Drive the analysis, design, development, and implementation of solutions to meet business requirements.
- Facilitate meetings to identify and draft business needs, problems, and requirements and to design and implement solutions.

Directors: Mr. Theodore Dhlamini (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Moerane Maimane (NED), Mr. Jason Sobekwa (NED), Mr. Siphwe Mhlongo (NED), Mr. Themba Mamba (NED), Ms. Gaby Boikanyo (NED), Mr. Xolani Dlwathi (NED), Ms. Brenda Makhanya (NED), Ms. Sibongile Bhengu (NED), Ms. Xolisile Njapha (Company Secretary)

Registration Number: 2003/008/063/07

- Design solutions that encompass various combinations of process optimization, new or changed technology solutions, business and/or technology training and business automation.
- Participate in solution design workshops.
- Proactively communicate and collaborate with stakeholders and delivery teams to prioritize requirements, define, and evaluate potential solutions, and propose quick fixes when appropriate.
- Collaborate with the enterprise architecture and project delivery teams to understand how tactical project fit within the larger strategic roadmap.
- Engage in multiple, simultaneous initiatives while identifying opportunities for collaboration across business units.

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

- Bachelor's degree or BTech in industrial engineering, operations management, or Business Analyst qualification.
- Degree or diploma in Information Technology, Computer Science or related field will be an added advantage.
- Knowledge in Property management or related.
- Formal training/certifications in Lean, Six Sigma, Business Process Management (BPM), Agile/Scrum, Agile.
- Project Management training and/or experience.
- Knowledge Agile principles.
- Knowledge of enterprise architecture and business architecture frameworks (TOGAF, BIZBOK).
- 4-6 years' experience in a similar position

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

- **Generic skills:** Communication, Facilitation, Conflict Management, Planning and Organizational, Relationship Management, Teamwork and Project Management.
- **Management and leadership skills:** Leadership skills, Data Analysis skills, Budgeting and Budget Management skills, Performance Management skills, Networking Skills, Decision-making skills, Negotiation skills, Problem-Solving skills and Monitoring skills.
- **Technical Knowledge and Skills:** Social Housing Sector knowledge and Legislation, Property Management, Asset Management, Lease Agreement management, Occupational Health and Safety.
- **Attributes:** Emotional Intelligence, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability, Flexibility.

Application Procedure:

Interested applicants are invited to apply by submitting their CV's together with certified copies of qualifications and ID to: recruitment@joshco.co.za quoting the position applying for. Failure to submit the required documents will result in your application not being considered. 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.



Closing date: 23 June 2021

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