



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 : **Compliance Specialist**
Employment Status : **Permanent**
Department : **Business Planning and Strategy**

Purpose of the Job: To ensure compliance with the laws and regulations associated with the provision of social housing units. Ensuring regulatory compliance on all levels of the organisation.

Responsibilities (but not limited to the following):

- Ensures that all new service providers have appointment letters that cover the scope of work and JOSHCO's terms and conditions.
- Ensures that contracts are generated and signed timeously by service providers and by JOSHCO representative.
- Develops a contract tracking tool for the department in close liaison with the Legal Services Department.
- Ensures that all contract documents are labelled and stored appropriately (hard and soft copies).
- Reviews funding agreements to ensure compliance with all terms and conditions.
- Attends meetings with funders to understand compliance requirements.
- Maintains working knowledge of relevant laws and regulations through periodicals, seminars, training programmes and peer contacts.
- Reports periodically to the Executive Manager on the compliance plan and other compliance issues.
- Develops a compliance/ regulatory universe.
- Compiles monthly UIFW reports to the city.
- Develops Compliance Risk Management plans.
- Monitor the compliance plan for periodic updates.
- Prepares monthly reports for funders.
- Develops other reports as required by funding partners.
- Ensures that systems are in place for gathering all information required to meet internal and external contract conditions.

- Ensures that there are adequate information management systems to store information, to generate standard templates and reports and to track reporting requirements. Ensures compliance with policies and procedures for handover of units to the Housing Management Department.
- Develops a checklist of requirements for the handover of complete units.
- Ensures that there's signoff of documents by the Risk and Compliance Manager.

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

- LLB, BCom /BTech Internal Auditing.
- Compliance Institute Membership
- Post Graduate Diploma in Compliance will be an added.
- Five (5) years' experience in Compliance Management.
- Knowledge and understanding of government/local government decision-making, planning, policies, and priorities
- Knowledge of relevant and applicable Legislations and National Treasury Frameworks

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.
- **Technical Knowledge and Skills:** Housing Sector Legislation, MFMA, Companies Act, Municipal Systems Act.
- **Management and leadership skills:** Project Management, People Management, Planning and Organizing, Problem Solving, Ethical, Negotiation Skills, Gather and Analyze Information.
- **Attributes:** Emotional intelligence, Assertiveness, Interpersonal Skills, Attention to detail, Flexible, Reliable, Innovation.

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/1t5-eTxNaS5KpQ9E62CyoTQew554>

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