



Johannesburg Social Housing Company

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21 December 2022

VACANCY CIRCULAR (RE-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). We invite suitably qualified and experienced persons to apply for the following vacant position. **NB: People who have applied need not to re-apply.**

Position : **Executive Assistant for the Chief Operations Officer (COO)**
Employment Status : **Permanent**
Department : **Operations Department**

Purpose of the Job: To provide assistance to the COO in relation to the general office management, and meeting and event coordination. In addition, this will include managing a complex schedule for to the CFO such as booking meetings, conference calls and travel; taking meeting minutes, write reports, prepare correspondence, and prioritize items that need attention.

Responsibilities (but not limited to the following):

- Provide comprehensive support services to the COO to ensure professionalism, responsiveness, and effectiveness within the organisation.
- Effective management of the COO's diary.
- Administer correspondence, manage incoming calls, prioritize phone messages and emails.
- Ensure all filing is done and up to date.
- Attend to requests from internal and external customers, stakeholders, general public etc.
- Ensure minutes are taken, including EXCO minutes, typed and distributed.
- Assist with the preparation of the operational budget for the office.
- Make judgments and recommendations to ensure smooth day-to-day engagements.

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

- Grade 12 and Secretarial qualifications
- Degree in Office Management
- 3 - 5 years secretarial experience in supporting Executives/Senior management.

Attributes/Skills - Ideal candidate is expected to display profound knowledge of contract management/ & Supply chain management environment, Knowledge of dealing with Treasury regulations and requirements and Knowledge and understanding of PFMA Act, PPPFA Act and BBBEE Act.

Application Procedure:

Interested applicants are invited to apply by submitting their CV's together with certified copies of qualifications and ID to: https://share-eu1.hsforms.com/1FdXR_A_EtSmazdpA19NAFzweW554 quoting the position applying for. Failure to submit the required documents will result in your application not being considered.

Position : **Administrator: Stakeholder Relations**
Employment Status : **Permanent**
Department : **Operations Department**

Purpose of the Job: The position will be responsible to support stakeholder engagement and communications and maintain excellent working relationships with internal and external stakeholders.

Responsibilities (but not limited to the following):

- Provide high level customer service in accordance with the best practice guidelines, policy, and procedure.
- Maintain service standards including prompt issue resolution and adherence to privacy, confidentiality, and compliance requirements.
- Participate in, and coordinate continuous improvement activities relating to service practices, quality assurance and customer service excellence.
- Maintain effective working relationships with colleagues, clients, and other stakeholders to support and facilitate service delivery.
- Undertake the input and analysis of data, including ensuring effective security, storage and distribution of data, records, and reports.
- Implement and coordinate a program of effective administrative processes and systems including providing services, responding to queries, advising on policy and process, supporting teams, project
- Take meeting minutes and create an action list
- Manage the stakeholder diary, arrange appointments, book meeting venues and conference facilities

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

- Grade 12 or Equivalent.
- National Diploma in Public Management or Social Sciences
- Minimum of two (2) years in experience in a similar environment.
- Experience in Public Sector is advantageous.
- Project Management skills.
- Excellent administration skills and a demonstrated capacity to coordinate effective operational processes and systems.
- Demonstrated organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines.
- A strong commitment to excellence in customer service and a hands-on approach to service provision.
- Highly developed computer literacy, including experience using business software such as Microsoft office.

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

- **Generic skills:** Communication, 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:** Data Collection and Management, Performance Monitoring and Evaluation Techniques and Processes.
- **Attributes:** Emotional Intelligence, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability, Flexibility.

Application Procedure:

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Position : **Quality Assurance Officer**
Employment Status : **Permanent**
Department : **Housing Development**

Purpose of Job: To provide a support function to the Housing Development team in terms of all the quality assurance functions within the department and to consolidate and update the necessary documentation related to Housing Development Projects and KPIs. Action specific tasks on instruction and under supervision of relevant Project Managers.

Responsibilities (but not limited to the following):

- Support project managers and COO in overseeing administrative tasks,
- Ensure communication with the COO / Senior Project Manager on the quality standards, KPIs and Risk standards.
- Coordinate project status reports, action reports, and task schedules,
- Manage the Development risk plans and agenda of the COO.
- Execute the risk matrix for the department & project management plans
- Prepare and manage the quality assurance of the overall operations department.
- Ensure all project documentation meets governance and audit standards to mitigate risks.
- Ensure reports and document are stored in the appropriate database
- Schedule departmental meetings, document, and communicate on instruction of the COO for compliance and quality assurance before submission to the Risk and Compliance department
- Consolidate status reports, Audit information received from project managers/ stakeholders.
- Manage project management documents such as status reports, task delivery reports, and action reports, as directed by the COO
- Support the team members when implementing risk management strategies.

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

- Matric / Grade 12 / National Senior Certificate.
- Degree in Project Governance or Equivalent.
- 3-5 Years' public administration or project governance experience of which 1 year must be local government sphere.
- Local Governance experience and exposure will be an advantage.

Required skills:

- Scheduling activities.
- Organizing activities
- Record-keeping, Status, and action reporting.
- Monitoring progress and following up on multiple stakeholders.
- Proficiency with Microsoft Office
- Business writing skills
- Data analysis
- Communication skills

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

- **Generic skills:** Communication, 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:** Data Collection and Management, Performance Monitoring and Evaluation Techniques and Processes.
- **Attributes:** Emotional Intelligence, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability, Flexibility.

Application Procedure:

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Position : **Senior Manager: Stakeholder Management**
Employment Status : **Permanent**
Department : **Operations Department**

Purpose of the Job: To provide support the Housing Development and Housing Management Departments, respectively. Initiate and manage strategic partnerships with government, Civil Society and other existing and potential JOSHCO stakeholders to strengthen the organisation's networking capacity. Manage and influence relationships with key stakeholders as prioritised in the strategic plan, to extend JOSHCO's brand. Play a key relationship manager role in the definition and delivery of projects by assessing the needs and expectations of stakeholders and ensure that they are effectively addressed. Be the main custodian of relationships with stakeholders for the sustainability of all collaborations.

Responsibilities (but not limited to the following):

- Develop, drive, and implement a Stakeholder Management Strategy and supporting processes and structures.
- Develop and implement programmes to position JOSHCO with key stakeholders.
- Feed market insights into the overall knowledge management system.
- Develop constructive and co-operative working relationships with local, provincial, and national governments, businesses and other JOSHCO stakeholders, and maintaining them over time.
- Advise JOSHCO on government and private sector initiatives directly or indirectly related.
- Develop and present reports on the implementation of projects and programmes to key stakeholders.
- Monitor and evaluate the effectiveness of the stakeholder-implemented initiatives (including risks) and reflect this in the reporting.
- Scan the wider policy environment to identify and exploit opportunities for future work and to develop leads to establish relationships with policy makers and influencers and identifying opportunities for joint future work where appropriate.
- Monitor financial expenditure in accordance with the approved project plans and partnership agreements.
- Monitor the effectiveness of the stakeholder management strategy.

- Arrange and attend stakeholder meetings with technical team members and ensure feedback of stakeholder responses.
- Manage stakeholder mapping and prepare communications to stakeholders and respond to stakeholder enquiries.
- Distribute intelligence gathered via stakeholder engagements to relevant internal stakeholders.
- Map JOSHCO business processes for the external stakeholder engagement and governing the implementation

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

- Degree in Stakeholder Relations/Public Governance or Social Sciences.
- Five (5) to ten (10) years' experience in public governance or stakeholder relations/ management development and implementation of which three (3) years' must have been on a managerial level.
- Track record of successfully brokering/negotiating collaborations and joint ventures in a highly political / pressured environment.
- Exposure to multiple stakeholder management processes such as NGO's, government, business partners and communities Programme/project management.
- Experience in Policy development and analysis, Research analysis and Funding proposal writing expertise

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

- **Generic skills:** Communication, 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.
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Position : **Senior Internal Auditor**
Employment Status : **Permanent**
Department : **Internal Audit**

Purpose of the Job: To provide an independent, objective audit function in support to the organization to accomplish its objectives by bringing a systematic disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Responsibilities (but not limited to the following):

- Provide reasonable assurance on whether appropriate internal controls have been implemented and whether they are operating effectively to enable the achievement of JOSHCO's service delivery objectives

- Execute complex and sensitive audits in accordance with risk-based audit program to establish the adequacy of the controls and the compliance thereof
- Conduct special audit investigations as and when required by the organization
- Draft engagement letter(s) to the auditee(s) in accordance with the audit plan and submit it to Manager: Internal Audit for approval.
- Supervise the audit teams towards the achievement of the audit plan
- Discuss findings with client up to Senior Management or Divisional Management to validate the issues
- Prepare a detailed draft report addressing the findings, the root cause, effect, and recommendations to rectify and submit to Head: Internal Audit review
- Provide the client with draft reports as well as the recommendations for the client to comment and indicate corrective actions
- Provide consulting and advising services to internal stakeholders on complex and diverse audit matters, as and when required.
- Write progress and monthly reports to the Manager: Internal Audit

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

- BCom Degree /BTech in Accounting or Internal Audit (equivalent)
- CIA, CA (SA) or equivalent professional certification will be an added advantage
- At least seven (7) years' Internal Audit experience
- A minimum of three (3) years solid internal audit supervisory experience

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

- **Generic skills:** Communication, 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:** Data Collection and Management, Performance Monitoring and Evaluation Techniques and Processes.
- **Attributes:** Emotional Intelligence, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability, Flexibility.

Application Procedure:

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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: 03 January 2023.

NB: People who have applied need not to re-apply.