



a world class African city



## Johannesburg Social Housing Company

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01 March 2021

### 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). JOSHCO invites suitably qualified and experienced persons to apply for the following vacant position:

**Position** : **Communications Officer (Webmaster)**  
**Employment Status** : **Permanent**  
**Department** : **Corporate Services**

**Purpose of the Job:** To provide optimal drive and promotion of the JOSHCO brand to increase visibility and to create interactive communication products for a diverse clientele.

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

- ◆ Developing digital and print-ready communication products targeted at internal and external stakeholders.
- ◆ Content management of the website, extranet, intranet and social platforms.
- ◆ Create visual concepts promptly and assist in the effective management of JOSHCO's social media pages.
- ◆ Create synergy between JOSHCO and the City of Johannesburg's branding.
- ◆ Develop new design concepts, graphics and layouts in accordance with the CI manual.
- ◆ Ensure full implementation of the CI manual templates.
- ◆ Design all things brand related across the board.
- ◆ Assisting with designing flyers for department's campaigns.
- ◆ Ensure all internal and external events/activations are branded.
- ◆ Be able to perform under pressure.
- ◆ Must be committed to work flexi hours, produce quality work and must meet deadlines.
- ◆ Ability to deal with multiple projects.
- ◆ Come up with new concepts, create samples and print ready artwork/material.
- ◆ Assist in editing corporate marketing, brochures, videos, flyers etc.
- ◆ Manage and coordinate PA system/sound system for events.

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

Directors: Mr. Theodore Dhlamini (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Moerane Maimane (NED), Mr. Jason Sobekwa (NED), Mr. Sipiwe 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)

- ◆ Diploma/Degree in Graphic Design and related.
- ◆ At least 3 years working experience as a Graphic Designer.
- ◆ Experience of website design
- ◆ Intranet development
- ◆ Experience in corporate designs.
- ◆ Adobe CS Suite (web/print).
- ◆ Proficient in Dreamweaver / Photoshop.
- ◆ Strong web/digital knowledge.
- ◆ Basic print knowledge.
- ◆ Internet marketing skills.
- ◆ Social media knowledge.
- ◆ Good design principle practices.

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

- ◆ **Generic skills:** Communication, Relation Management, Teamwork, Facilitation, Analytical, Numerical, Deadline driven, Excellent interpersonal skills, Presentation, Excellent written and verbal
- ◆ **Management and leadership skills:** People Management, Planning and Organizing, Problem Solving,
- ◆ **Attributes:** Emotional intelligence, Assertiveness, Interpersonal Skills, Attention to detail, Flexible, Reliable, Innovation, Persuasion, Innovation and proactive nature.
- ◆ **Software and programs:** HTML, CSS, JavaScript, Adobe Suite – Photoshop, Illustrator, InDesign, API web integration, PHP, WordPress

#### **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](mailto: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.



**The Closing date for applications is 09 March 2021.**