



Johannesburg Social Housing Company

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07 July 2023

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 : **Security Supervisor**
Employment Status : **Permanent**
Department : **Housing Management**

Purpose of the Job: This position is responsible to ensure the protection of company assets, employees, tenants as well as visitors.

Responsibilities (but not limited to the following):

- Manage Facilities and Security across JOSHCO offices.
- Service and maintenance facilities contingency resources are well coordinated.
- General maintenance and administration is carried out on all facilities.
- Interacts with customers and employees in a professional manner.
- Must be able to deal with various levels of personality traits and maintain self-control.
- Supervision of Security Officers on assigned shift.
- Responsible for the proper execution of assigned duties.
- Train new officers.
- Management of contract security service providers.
- Collaborate with HR to develop an on-going programme to ensure employee awareness and compliance to Company Health & Safety, and Environment and Security policies.
- Investigate of all incidents and open a docket.
- Prepare written statements and investigations in a logical and grammar correct manner and proper filing.
- Guide, lead and direct staff so that they are able to achieve the objectives set for them.
- Monitor and manage staff performance within the division as appropriate in compliance with the Performance Management policy and processes.
- Practise sound labour relations within the approved conditions of service about division staff
- Ensure the implementation of the human resources policies, procedures, and practices within the department.
- Coach and mentor staff as appropriate to improve performance.
- Ensure achievement of department planned goals and targets.
- Providing guidance and direction to subordinates, including setting performance standards and monitoring

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

- Grade 12 or equivalent qualification at NQF level 4
- 5 years' experience in a similar role
- Registration with Private Security Industry Regulatory Authority (Grade B Minimum)
- Must have a driver's license.
- Computer literacy
- A Qualification in Security Management with a minimum of 120 credits

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

- **Generic skills:** Planning, Leadership, Communication, Facilitation, Conflict Management, Ethical
- **Technical Knowledge and Skills:** Social Housing Sector Legislation, Project Management, People Management, Planning and Organizing, Problem Solving, Ethical, Negotiation Skills, Gather and Analyze Information.
- **Attributes:** Emotional Intelligence, Interpersonal Skills, Assertiveness, Attention to detail, Adaptability, 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/1e04VKkSYsdyekWYoH_J_AQew554

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 17 July 2023.