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Johannesburg Social Housing Company

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

**Position :** Performance Monitoring and Evaluation Officer  
**Employment Status :** Permanent  
**Department :** Business Planning and Strategy

**Purpose of the Job:** Responsible for implementation of M&E strategies, systems and tools that will ensure accurate and timely performance information data. In addition, the incumbent will coordinate all reporting activities to funders as well as support all aspects contributing to the efficient and effective attainment of delivery of the programmes.

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

- Oversee the integration of all the existing monitoring and evaluation systems within the organization
- Manage, monitor, and evaluate departmental programmes and align them with Companywide programme of action/objectives.
- Assist in the provision of information and co-ordinate responses to SHRA, COJ and other relevant funders.
- Establish early warning systems on reporting performance of the company.
- Assist in the provision of information and co-ordinate responses to SHRA, COJ and other relevant funders.
- Assist with the coordination of quarterly performance review in key outcome areas.
- Facilitate data verification and validation of information and evidence.
- Collect, collate and report the organization performance on Service Level Agreement
- Undertake data analysis and strategic analysis and develop strategic performance reviews.
- Participate in monitoring and evaluation activities, including Service Delivery Monitoring.
- Design and maintain appropriate information management system.
- Assist with the management and evaluations and policy research.
- Support policy analysis to facilitate appropriate theories of change, setting of logistical. arrangements for travelling, meetings, workshops and other stakeholder engagements.

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. Debbie Raphuti (NED), Ms. Eugenia Motloung (NED), Ms. Kentse Sesele (NED), Mr. Nikelo Bangisi (NED), Ms. Brenda Makhanya (NED), Ms. Sibongile Bhengu (NED), Ms. Xolisile Njapha (Company Secretary)

- Prepare and ensure distribution of quarterly review meetings and workshop documents.
- Assist with capturing of data, collect and disseminate relevant organizational performance.

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

- A valid Grade 12 certificate.
- A three-year Degree or National Diploma in Public Administration or Social Sciences or related field
- 3 -5 years' experience in the performance monitoring and evaluation
- Knowledge and understanding of government/local government decision-making, planning, policies and priorities.
- Knowledge of relevant and applicable Legislations and National Treasury Frameworks.
- Knowledge of document management, tracking and retrieving of information relevant and applicable Legislations
- Good communication and writing skills.
- Good Administration Skills
- Knowledge of Corporate Governance and Business Ethics
- Project management skills

**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:** 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:**

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.



**Closing date: 6 July 2021**