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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 : **Learning and Development Specialist**
Employment Status : **Permanent**
Department : **Corporate Services**

Purpose of the Job: - Reporting to the HR Manager, the incumbent will be responsible to:-

- Co-ordinate all learning and development activities as well as reporting thereof.
- Evaluate business structures, advising management on the allocation of personnel and resources, and facilitating cost-effective and efficient procedures.
- Prepare the organisation for change to realise maximum benefits & ROI and to mitigate any negative impacts to both internal staff and external customers. Implement change management strategies to ensure a faster rate of adoption and minimising resistance to change.

Responsibilities (but not limited to the following):

Learning and Development

- Assess learning and development needs through surveys, interviews, focus groups, and communication with managers
- Creates, organizes, plans, and presents various forms of onboarding, orientation, and skills training for employees and customers.
- Assume responsibility for skills development
- Assumes responsibility for employment equity
- Develops unique training programs to fulfill workers' specific needs to maintain or improve job skills.
- Creates and/or acquires training procedure manuals, guides, and course materials.
- Maintains records of training and development activities, attendance, results of tests and assessments, and retraining requirements.
- Evaluates program effectiveness through assessments, surveys, and feedback.
- Maintains knowledge of the latest trends in training and development.
- Prepares and implements training budget; maintains records and reports of expenses.
- Performs other related duties as required.

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. Brenda Makhanya (NED), Ms. Sibongile Bhengu (NED), Ms. Xolisile Njapha (Company Secretary)

Organizational Design

- Conduct research and analyze data in relation to the alignment and success of company goals, which includes identifying skill gaps and developing critical feedback on implemented training programs.
- Analyzing business structures, procedures, processes, and the utilization of resources.
- Leading business optimization initiatives by conducting individual or group training sessions
- Contributing to the restructuring of departments to increase efficiency and align activities with business objectives.
- Optimizing personnel utilization by increasing cross-functionality and interdepartmental cooperation.
- Measuring the impact of interventions on staff performance, efficiency, employee retention, and job satisfaction.

Change Management

- Developing change management plans for projects and/or change initiatives.
- Evaluating the impact of planned organisational change.
- Identifying risks and developing risk mitigation tactics.
- Identifying and managing anticipated resistance to change.
- Leading change management work streams with a structured methodology / process.
- Supporting development of communications relevant to change initiatives.
- Providing coaching and training to employees at all levels.
- Defining success metrics and measuring performance against these.
- Providing reporting and other updates to management and project teams.

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

- A Bachelor's degree in Human Resources
- Registered as a Skills Development Facilitator and Assessor
- At least five years relevant work experience in the areas of L&D, Change Management and OD
- Excellent presentation skills
- SAP experience advantageous
- Solid knowledge of Microsoft Office products
- Extensive knowledge of Human Resource management practices and procedures.
- Knowledge of relevant legislation.

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

- **Generic skills:** Communication (verbal and written), Conflict Management, Planning and Organizational, Relationship Management, Teamwork and Project Management.
- **Management and leadership skills:** Project Management, Problem Solving, Ethical, Gather and Analyze Information.
- **Attributes:** Emotional intelligence, Assertiveness, Interpersonal Skills, Attention to detail, Flexible, Reliable, Innovation, customer service oriented

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 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 19 February 2021