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Johannesburg Social Housing Company

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11 October 2022

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 : **Manager: Legal Services**
Employment Status : **Permanent**
Department : **Office of the CEO**

Purpose of the Job: To provide accurate and timely legal advice to the Board, Executives, Management and other Staff (generally via Legal officers) on all matters relating to JOSHCO as a business. To support JOSHCO in the identification and management of legal risks to the organisation.

Responsibilities (but not limited to the following):

- Direct and oversee that the JOSHCO is represented as and when required before statutory bodies (e.g. Office of Public Protector).
- Direct and oversee that instruction to attorneys acting on JOSHCO behalf are given timeously.
- Drafting legal opinions OR service level agreement to the business on multi-disciplinary areas of the law.
- Direct and oversee the provision of a legal advisory service to the business on multi-disciplinary areas of law.
- Direct and oversee the legal compliance on all items in the departmental business plan which will contribute towards IDP achievements
- Ensure all contracts and agreements are kept in safe custody
- Ensure that duplicate copies of critical documents are held offsite as part of a disaster recovery programme.
- Identify risks that JOSHCO Legal is exposed to
- Implement appropriate risk management strategies
- Develop Legal Function budget in line with operational plan
- Report on financial performance of Legal Function
- Monitor Legal Function expenditure against the budget
- Review of all company policies and procedures to ensure compliance with legislation and ensure good governance
- Oversee development, implementation and review of good governance control systems, policies and procedures

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

- Matric certificate
- LLB or equivalent
- Master of Laws or Management qualification will be an added advantage
- 08 Years' experience in legal environment of public sector inclusive of 05 years in a middle management position and inclusive of 03 years post articles.
- Admission as an Attorney or Advocate is a must.

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.
- ◆ **Technical Knowledge and Skills:** Housing Sector Legislation, Lease Agreement Management, Default Management, Eviction Management, MFMA, Companies Act, Municipal Systems Act, Articles Association.
- ◆ **Management and leadership skills:** Project Management, People Management, Planning and Organizing, Problem Solving, Ethical, Negotiation Skills, Gather and Analyze Information.
- ◆ **Attributes:** Emotional intelligence, Assertiveness, Interpersonal Skills, Attention to detail, Flexible, Reliable, Innovation.

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.



Closing date: 19 October 2022