



15 June 2023

INTERNAL AND EXTERNAL RE-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 : Program Manager: Special Projects
Employment Status : Fixed Term Contract (24 Months)
Department : Housing Development

Purpose of the Job: This position is responsible to ensure JOSHCO's growth through the on time, on budget and to specification delivery of new build projects. Manage projects and work with internal and external clients. Take overall responsibility for planning, managing, and delivering projects that are: medium to large in size, complex in nature, high in risk profile and have multiple inter-dependencies.

Responsibilities (but not limited to the following):

- ◆ developing an annual construction and property / project's management plan.
- ◆ Providing technical oversight of the construction of the projects in terms of time, budget, and quality.
- ◆ Reviewing reports and providing troubleshooting to projects with challenges.
- ◆ Developing tender specifications for the appointment of service providers.
- ◆ Developing contracting documentation for professionals and contractors.
- ◆ Monitoring performance of professional teams against contracts.
- ◆ Reporting on service provider performance Exercising sound business judgement; identifying, investigating and analyzing development opportunities, including innovative solutions.
- ◆ Preparing property development business cases and funding proposals, including all aspects of feasibility investigations (including acquisitions, constructions & consultancies)
- ◆ Ensuring that projects are implemented within contractual obligations and regulatory requirements, project timelines and budget requirements.
- ◆ Maintaining project plans and communicating status to Management and clients as needed. Developing a Housing Development budget in line with Capex and Operational plan.
- ◆ Reporting on financial performance of Housing Development.
- ◆ Monitoring Housing Development expenditure against the budget.
- ◆ Verifying project payments for approval by the Senior Manager: Housing Management
- ◆ Preparing financial feasibility assessments.
- ◆ Preparing financial modelling for viability purposes.
- ◆ Overseeing the application for funding for grants.

- ◆ Ensuring that claims are prepared and paid on time.
- ◆ Monitoring delivery of projects to ensure that they achieve their original objectives, tracking and auditing of contract terms.
- ◆ Managing accurate and comprehensive documentation including funder, consultant and contractor agreements.
- ◆ Creating and leading implementation of systems and policies for quality assurance.
- ◆ Conducting ongoing contract management training.

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

- ◆ A Degree in Building Science, Construction Management
- ◆ Post Graduate Qualification (advantageous)
- ◆ Professional Registration with a Built Environment Professional body is a must.
- ◆ A minimum of 7 - 10 years' experience in construction project management and construction contracts which must entail:
- ◆ Knowledge of relevant legislation, construction regulations, standards, incidents, investigation techniques and risk assessment methodologies.
- ◆ Knowledge in managing professionals within the built environment.
- ◆ Professional registration with SACPMP is a must.

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

- ◆ **Generic skills:** Planning, Leadership, Communication, Facilitation, Conflict Management, Ethical, General Management Skills, Knowledge of Financial policy and procedure development and implementation, Financial Data Analysis skills, Budgeting and Budget skills and Problem- Solving skills.
- ◆ **Technical Knowledge and Skills:** Social Housing Sector Legislation, Housing Design and Construction Techniques, Construction Management and Monitoring
- ◆ **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/1gdr9wvSRQUa4shZzygG19Aew554>

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 26 June 2023.