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Johannesburg Social Housing Company

61 Juta Street  
Braamfontein  
2094

PO Box 16021  
New Doornfontein  
2028

Tel 0861 JOSHCO  
Tel +27 (0) 11 406 7300  
Fax +27 (0) 11 404 3001  
Email info@joshco.co.za  
www.joshco.co.za

**22 APRIL 2022**

## INTERNAL AND EXTERNAL ADVERT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop 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 register Social Housing Institution and is accredited by the Social Housing Regulator (SHRA). **JOSHCO invites suitably qualified and experienced persons to apply for the following vacant position.**

**Position** : Special Projects - Project Manager X3  
**Employment Status** : Renewable Fixed Term Contract (12 Months)  
**Department** : Housing Development

**Purpose of the Job:** To ensure JOSHCO's growth through the on time, on budget and to specification delivery of new build projects. In addition, the incumbent will be required to manage projects and work with internal and external clients. This candidate will have overall responsibility for planning, managing, and delivering projects that are: Medium to large in size, complex in nature, high in risk profile, have multiple inter-dependencies

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

Lead the development and implementation of broad, coordinated set of strategies, plans and programs.

- Define and document procedures in accordance with agreed project methodology and implementation
- Ensure development of an operational plan which incorporates goals and objectives
- Provide strategic oversight of all projects administered by JOSHCO, to Management and Board if required
- Ensure that the business processes, policies and procedures of JOSHCO are implemented within the Project Management Unit

Benchmarking of project management toolkits and methodologies

- Ensure good practices in standard methodologies and processes are used in the execution of projects
- Ensure that the project management tools used within JOSCHO is current and valid
- Recommend new processes where needed to improve service delivery, costing or on-time delivery
- Conduct continuous research to ensure best practice standards are adhered to

Facilitate the definition of project missions, goals, tasks and resource requirements

- Develop methods to monitor project or area progress; and provide corrective supervision if necessary
- Provide independent advice on the management of coordination of projects.
- Conduct post implementation review and perform sign-off where applicable.

Directors: Ms. Gaby Boikanyo (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Moerane Maimane (NED), Mr. Jason Sobekwa (NED), Mr. Themba Mamba (NED), Mr. Theodore Dhlamini (NED), Mr. Xolani Dlwathi (NED), Mr. Karabo Bosch Modipane (NED), Mr. Sumesh Varghese (NED), Ms. Kentse Sesele (NED),  
Registration Number: 2003/008/063/07

- Act as professional advisor to the Project Managers and Coordinators.

#### Manage departmental budget and resource allocation

- Prepare Project Management Office's budget, monitor and track expenses
- Provide Management and Board with comprehensive, regular reports on the revenues and expenditure of the department
- Provide Management and Board with accurate annual financial and performance reports, which can be presented at the Annual Board Meeting including section 79, SHRA and other funders
- Work with project controls to transition proposed budget into execution budget, costs are tracked and reported against budget
- Adhere to best practice corporate governance, specifically relating, but not limited to, financial governance

#### Monitoring and Evaluation

- Track project deliverables using appropriate tools
- Conduct project evaluations and assessment of results

#### Reporting

- Monitoring and reporting of project performance against project deliverables
- Constantly monitor and report on progress of the project to all stakeholders
- Present reports defining project progress, problems and solutions
- Define the content/format of and prepare the various achievement reports to be submitted on an agreed time frame

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

- Grade 12 certificate.
- A qualification in Building Science, Construction Management or similar or other suitable Built tertiary qualification.
- Registration with SACPCMP is a must.
- Minimum of 5-7 years in project management experience of which must entail, Planning and time management (preparing progress reports), Financial and budget management (monitoring budget reports), Communication Delegation (on site management, team meetings), General Construction knowledge and managing large infrastructure is required.
- Knowledge of relevant Legislations, construction regulations, standards, incident, investigations techniques, risk assessment methodologies.
- Knowledge in managing professionals in the built environment.

#### **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 only and applications who have not been contacted within 6 weeks should consider their applications as unsuccessful. JOSHCO reserves the right not to make an appointment.

**THE CLOSING DATE FOR APPLICATIONS IS 01 MAY 2022.**