



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

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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 : **Executive Manager: Housing Management**
Employment Status : **5-Year Fixed Term Contract**
Department : **Housing Management**

Purpose of the Job: To ensure that the multiple property projects managed by JOSHCO successfully meet the expectations of customers whilst being properly maintained and operating within the framework of agreed budgets.

Responsibilities (but not limited to the following):

- Strategic Management and Leadership
- Housing Management
- Rental Management and Lease Administration
- Building Management
- Commissioning, Training and Handover of New stock
- Stakeholder Management
- Development of Property Management Policies, Procedures and Systems
- Risk and Compliance Management
- Monitoring and Reporting
- Staff Management and Development

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

- Matric Certificate.
- A 3-year qualification in Property Management or similar
- An MBA is highly desirable.
- A Minimum of 10 years management experience preferably in a Property Management environment is required of which 4 years must be at senior technical / strategic management level.

Directors: Mr. Theodore Dhlamini (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Moerane Maimane (NED), Mr. Jason Sobekwa (NED), Mr. Sipiwe 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)

- 5 years' experience in the Municipal or Social Housing sectors and managing multiple and large rental estate projects will be advantageous
- Knowledge and experience with MFMA will be advantageous.
- A Certificate in Finance for Non-Finance Managers, Operations Management or Property / Estate Management Programme will be an added advantage.
- Registration with the EAAB

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:** Strategic Leadership skills, General Management skills, Knowledge of policy and procedure development and implementation, Grant Management skills, Data Analysis skills, Budgeting and Budget Management skills, Performance Management skills, Business and Financial Modelling, Management Information Reporting, Programme Management skills, Asset Management, Acquisition and Contract Management skills, Networking and Relationship Management skills, Decision-making skills, Construction Contracts Negotiation skills, Problem-Solving skills and Construction Monitoring skills.
- **Technical Knowledge and Skills:** Social Housing Sector knowledge and Legislation, Property Management, Asset Management, Lease Agreement management, Occupational Health and Safety, Eviction Management, Maintenance Planning and Rent/ Tariff Price Setting
- **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 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: 22 March 2021