



12 April 2023

VACANCY CIRCULAR

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 positions.

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/1nmbppJGcRJitdlcfB3CNSwew554>

Position : **Program Manager: Planning**
Employment Status : **Permanent**
Department : **Housing Development**

Purpose of the Job: This position is responsible to formulate land strategies with partners for the realisation of integrated human settlements and to design local concepts' plans in the land assembly processes for financing and implementation.

Responsibilities (but not limited to the following):

- ◆ Developing a business plan for land assembly strategies and housing support services.
- ◆ Developing a framework and operational plan for implementing the approach to land assembly strategy in line with government policies.
- ◆ Supporting land assembly strategies and land management approaches with partners for the delivery of integrated human settlement.
- ◆ Analysing local areas' spatial development plans, including environmental and bulk infrastructure services.
- ◆ Reviewing the identified land and landed properties by JOSHCO.
- ◆ Assessing identified land in line with the JOSHCO land identification criteria and relevant JOSHCO tools.

- ◆ Engaging with key stakeholders on land development proposals and associated financing arrangements.
- ◆ Formulating report on recommendations detailing the land development objectives and potential impact for acquisition, holding and/or release by JOSHCO.
- ◆ Coordinating the development of the local area design concept in the land assembly process for development planning options and financing.
- ◆ Ensuring that the spatial transformation principles, as expressed in government policies and programs, are supported.
- ◆ Engaging with key public and private partners for support and required commitments.
- ◆ Aligning development finance and programming in accordance with government multi-year budgetary cycles.
- ◆ Procuring required project resources, ensuring the requirements of the JOSHCO SCM and finance policies are adhered to.
- ◆ Managing and/or advising service providers as required for projects.
- ◆ Monitoring and managing the performance of service providers and other project resources in terms of meeting project deliverables and outcomes and providing feedback to identified project resources.
- ◆ Ensuring alignment of external resources to project, regional and internal capacity support on the program.
- ◆ Developing a business plan for land assembly strategies and housing support services
- ◆ Developing a framework and operational plan for implementing the approach to land assembly strategy in line with government policies.
- ◆ Selecting, assigning, leading and managing people.
- ◆ Setting clear objectives for self and others and measuring achievements against these objectives through implementation of the performance management system.
- ◆ Building and managing relationships with staff members.
- ◆ Managing and coordinating the land assembly strategy implementation processes with provincial and municipal partners

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

- ◆ A Degree in Quantity Surveying / Town Planning
- ◆ A relevant degree in the Built Environment, Urban Design and/or Town Planning environment (advantageous)
- ◆ A minimum of six (6) years' experience in spatial planning, urban design and land use rights
- ◆ Experience in GIS or related Spatial Information Systems.
- ◆ Experience in Development Financing, SHRA funding
- ◆ Code 8 (B) drivers Licence is essential.
- ◆ Professional registration with SACPLAN 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, Familiar with Built Environment, Urban Design or Town Planning, Spatial Planning.
- ◆ **Attributes:** Emotional Intelligence, Interpersonal Skills, Assertiveness, Attention to detail, Adaptability, Flexibility, Situational Sensitivity.

Application Procedure:

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<https://share-eu1.hsforms.com/1PKLLUGLQTIG8C5RP-y9IFgew554>

Position : HR Manager: Administration and Employee Relations
Employment Status : Permanent

Department : Corporate Services

Purpose of the Job: This position is responsible to manage HR operational and service matters including payroll, development and implementation of remuneration strategy, benefit administration management, recruitment & selection, organizational integration of employees, management reporting and statutory compliance.

Responsibilities (but not limited to the following):

- ◆ Developing HR plans that are aligned to JOSHCO's strategic plan.
- ◆ Implementing and continuously improving policies and procedures related to position description.
- ◆ Ensuring that HR policies and procedures are implemented in compliance with Tax and Labour legislation.
- ◆ Providing advice and assistance to other departmental managers on interpretation and administration of personnel policies and programs in relation to ambit of position.
- ◆ Providing training to management on HR policies & procedures.
- ◆ Communicating/educating of/on HR issues and building awareness around it.
- ◆ Guiding, leading, and directing subordinate staff so that they are able to achieve the objectives set for them.
- ◆ Promoting and maintaining a positive working relationship between the subordinate staff and the entire JOSHCO.
- ◆ Managing internal disputes/grievances in a fair and consistent manner.
- ◆ Practicing sound labour relations within the approved conditions of service with regard to subordinate staff.
- ◆ Managing the recruitment function and managing the recruitment assessment process from start to end.
- ◆ Maintaining and updating a staff establishment/vacancy database.
- ◆ Managing remuneration within JOSHCO including the managing of employee benefits and benefit funds, and annual remuneration reviews and recommendations.
- ◆ Overseeing the payroll function to ensure correctness and compliance to company policies and relevant legislation.
- ◆ Auditing monthly and annual salary, budget and statutory reports and reconciliations and recommending corrective action.
- ◆ Delivering on all aspects with regard to Employment Equity through the designing of an EE plan, its implementation and the monitoring and reporting thereon.
- ◆ Ensuring compliance to LRA, EEA, BCEA schedules in all aspects of human capital management.
- ◆ Monitoring and managing staff performance in compliance with JOSHCO's Performance Management policy and processes.
- ◆ Performing monthly and annual statistical/statutory reporting on all relevant HR issues.

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

- ◆ BCom Degree or National Diploma in Human Resource Management or related field.
- ◆ Five (5) – seven (7) years' experience within a HR position of which at least two (2) years must have been in a HR management position.

Knowledgeable on:

- ◆ Labour legislation and the Codes of Good Practice.
- ◆ HR Policy and Procedural development and implementation.
- ◆ Mediation, CCMA, and Trade union meeting proceedings.
- ◆ Remuneration and benefits.
- ◆ Recruitment and selection.
- ◆ HR Information Systems, SAP, VIP, etc.

Skills and competencies- 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:** Labour Legislation, Statutory Compliance, Skills Development Legislation.
- ◆ **Attributes:** Emotional Intelligence, Interpersonal Skills, Assertiveness, Attention to detail, Adaptability, Flexibility, Situational Sensitivity.

Application Procedure:

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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.



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JOSHCO reserves the right not to make an appointment.

The Closing date for applications is 20 April 2023.