



Johannesburg Social Housing Company

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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). **JOSHCO invites suitably qualified and experienced persons to apply for the following vacant position.**

Position : General Manager: Housing Management
Employment Status : Permanent
Department : Office of the Chief Operations Officer

Purpose of the Job: This position is responsible 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):

Develop and Implement the Housing Management strategy

- Developing a business plan for land assembly strategies and housing support services.
- Define the strategic role of Housing Management in the overall strategy of the organisation.
- Provide input to advance the organisation from a strategic perspective.
- Translate the strategic plan into the Housing Management operational plan
- Support the organisation's agenda on national and provincial policy positions through raising these with the key decision makers as appropriate.
- Develop and manage relationships between the organisation and key stakeholders to facilitate effective management of key Housing Management issues such as utility rates, use of service providers, etc.

Develop and implement Risk Management Strategy

- Identify risks that the Housing Management is exposed to.
- Implement appropriate risk management strategies.
- Report on risk management.

Effective Performance Management of the Housing Management portfolio

- Ensure all projects are appropriately packaged including project implementation plans and project budgets for approval by the Board.
- Ensure contractual closure for take-on of stock by means of Service Level Agreement with e.g. City of Johannesburg.

Effective Rental Management and Lease Administration

- Manage the rental of stock.
- Supervise the application of the company's standard operating procedure (sop) applicable to new tenants.

Executive Directors: Mr. Bongani Radebe (Acting CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Themba Mathibe (COO)
Mr. Sydney James (Chairperson), Ms. Madonna Rangaka (Acting Company Secretary) Ms. Marilise Francis (NED)
Mr. Tabane Manene (NED), Mr. Andre Smith (NED), Mr. Simon Clarke (NED), Ms. Jacelyn Scott (NED), Ms. Yolandi Erasmus (NED),
Mr. Jacques Watson (NED), Mr. Simon Masemola (NED), Mr. Terry Tselane (NED), Ms. Simphiwe Mnisi (NED)
Registration Number: 2003/008063/30

- Manage implementation of standards for selecting and recruiting tenants.
- Ensure that all steps are adhered to and fully understood by tenants.
- Supervise the maintenance of the tenant database with regard to the number and details of tenant and occupation certificates.
- Manage the rental subsidy application process.

Manage effective building management

- Manage the tenant installation and snag list process in line with the performance target indicators.
- Manage the appointment of service providers for the provision of non-core services in the buildings.
- Facilitate the development and implementation of service level agreements for contract service providers.
- Monitor the performance of service providers in line with the service level agreements and implement the contracts as agreed.

Effective commissioning, training and handover of stock.

- Manage the commissioning, training, and handover process in line with the defined procedures.
- Ensure that building services such as water, lights, security, intercom systems and fire equipment are installed and fully functional on handover.

Effective staff management.

- Recruit and appoint a skilled workforce.
- Approval of staff appointments.
- Ensure orientation and induction of all new staff.

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

- Degree BSc in Construction & Property studies or BCom (Property Finance/ Property Economics Investments/Real Estate) NQF Level 7 or related degree.
- Post graduate qualification in Business / Public management will be advantageous.
- Minimum of 8 years management experience preferably in a Property Management environment is required of which 4 years must be at senior technical / strategic management level.
- Experience in the Municipal or Social Housing sectors and managing multiple and large rental estate projects will be advantageous
- Certificate in Finance for Non-Finance Managers, Operations Management or Property / Estate Management Programme will be an added advantage.
- Certificate in Municipal Finance Management(MFMA) or the ability to acquire within 18 months

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, Financial Data Analysis skills, Budgeting and Budget skills and Problem- Solving skills.
- **Management and Leadership:** 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, 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/1L-mr9zUJRTq9g0LgJZzcBgew554>

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 30 May 2023.