



Johannesburg Social Housing Company

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**30 August 2023**

### **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** : **Legal Officer – Litigation**  
**Employment Status** : **Permanent**  
**Department** : **Office of the CEO**

**Purpose of the Job:** This position is responsible to represent and protect JOSHCO's interests when there is a dispute, whether it is a commercial, civil or criminal matter.

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

- Drafting and vetting contracts (Project Management Agreements, Service Level Agreements, Use and Maintenance Agreements, Health and Safety Agreements, Funding Agreements, JBCC Building Agreements, PROCSA Agreements, Deeds of Sale), and ensuring that such contracts are signed timeously by service providers and JOSHCO.
- Opening files on litigation matters and ensuring that files are properly filed and managed.
- Ensuring that instructions to attorneys are in writing and signed by the relevant official from Group Legal
- Interrogate invoices from attorneys prior to submission for payment
- Maintain an up-to-date Litigation Register
- Liaising with panel attorneys to follow up on matters handled by the attorneys
- Ensuring that monthly reports are submitted by attorneys to the Legal Manager on all matters they have been instructed on.
- Maintain an up-to-date Departmental Risk Register
- Maintaining an institutional repository of all written legal advice and opinions and generate information sharing articles for ensuring increased level of awareness on specific legal requirements
- Assist in the preparation of summonses, defences, submissions and other pleadings in civil cases both for and against the organisation, and ensuring that such documents are timeously filed in court by the instructed attorneys
- Organizing the law library and purchasing reports or books.
- Assist in the preparation of quarterly Legal Reports
- Collecting and updating information and maintaining paper and electronic records.
- Ready materials for trial proceedings including documents, evidence and verifying factual information.
- Representing JOSHCO in mediation hearings and settlement discussions

- Representing JOSHCO in Rental Housing Tribunal hearings

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

- LLB Degree
- A minimum of three (3) years' relevant post-qualification experience in the legal industry, of which at least one year must be post-admission as an advocate or attorney
- Thorough experience with litigation processes
- The ability to draft and review specific agreements
- Experience with legal research and procedures

**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.
- **Technical Knowledge and Skills:** Social Housing Sector Legislation, Project Management, People Management, Planning and Organizing, Problem Solving, Ethical, Negotiation Skills, Gather and Analyze Information. Housing Sector Legislation, Construction Legislation, Lease Agreement Management, Default Management, Eviction Management, MFMA, Companies Act , Municipal Systems Act, Articles Association
- Project Management
- **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/16ElyMLaUTKa4SZz\\_-2BoHwew554](https://share-eu1.hsforms.com/16ElyMLaUTKa4SZz_-2BoHwew554)

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 07 September 2023**