



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 : **Manager: Planning and Performance Reporting**
Employment Status : **Permanent**
Department : **Business Planning and Strategy**

Purpose of the Job: Is to manage the effective and efficient planning, monitoring, and reporting of organisational performance against key indicators and business objectives.

Responsibilities (but not limited to the following):

- Through consultation with senior managers, conducts research relevant for inclusion in the Strategic/Business Plan including strategic directions, goals, objectives, strategies and key activities
- To manage the process of performance reporting to the EXCO and ultimately the board ensuring monthly, quarterly and annual reports are concise, coherent, clear and produced on time. The process to be supported by providing updates on the organization KPIs and collating information from responsible individuals and supported with meaningful analysis and commentary.
- To ensure approaches to performance management are aligned with our organisational approach to planning.
- To support departments around planning, defining and establishing appropriate and meaningful key performance indicators, baseline and setting targets.
- Ongoing monitoring and reporting so the organisation has visibility on its performance and progress in achieving its goals.
- To regularly review the external environment to compare and contrast the entity approach to performance and planning with other similar organisations, supporting the Head of Planning & Strategy and other colleagues to apply good practice in business planning and corporate performance management in the organisation.
- Conducts research and analysis, and provides recommendations to meet the performance requirements of an evolving strategic agenda and the implementation of initiatives to improve overall service delivery and program effectiveness
- Assist to respond to various requests from shareholder, the Social Housing Regulatory Authority and other external stakeholders for information of a strategic nature, frequently requiring response in an urgent and time sensitive manner

- Support the Planning and Strategy department in the management of the entire planning cycle from planning to year end reporting

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

- Degree in one of the Social Sciences, Public Administration, Planning, Business, Economics or other relevant.
- Post Graduate Diploma will be an added advantage.
- More than 5 years' organizational performance monitoring and reporting experience for public sector, preferably with exposure to the housing sector.
- At least three years' strategic and business planning experience.
- **General Management Skills:** Communication, Facilitation, Conflict Management, Planning and Organisational skills, Relationship Management: building and maintaining strong internal business relationships, Teamwork and Project Management, Data Analysis skills, Networking skills, Decision-making skills, Negotiation skills, Problem-Solving skills, Monitoring skills
- **Technical Knowledge and Skills:** Data Collection, following a clear process to ensure the data collected is clean, consistent, and reliable, Quality of Data, i.e., accuracy, completeness, consistency, reliability and up to date, Ability to engage confidently with colleagues both on an interpersonal as well as a formal written/presentation basis.
- **Attributes:** Emotional Intelligence, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability and flexibility, and Situational sensitivity.
- Advanced MS Office skills (Outlook, Word, Power Point and Excel)

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/1jBMMOpwoQWax4IsO2MBdeQew554>

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 21 August 2023.