



Johannesburg Social Housing Company

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INTERNAL AND EXTERNAL RE-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.** **NB: People who have applied need not to re-apply.**

Position : Executive Manager : Business Planning and Strategy
Employment Status : Permanent
Department : Office of the CEO

Purpose of the Job: This position is to provide planning and strategic support to JOSHCO's Chief Executive Officer to ensure that Company objectives are met. This includes the responsibility to identify and measure strategic risks and to ensure that the Company complies with all applicable laws and regulations

Responsibilities (but not limited to the following):

Effective Strategy by:

- Contributing to the development of short to medium term organisational strategy and policies
- Translating operations strategy/plan content into several concrete activities in support of JOSHCO's strategic objectives
- Advising and guiding the Chief Executive Officer and Board on the formation, development and application of strategic decisions relating to the entity
- Aligning with COJ's long term plans, priorities and policy requirements
- Setting strategic framework for reporting on corporate scorecard indicators
- Review organisational operational activities
- Facilitating the process of translating JOSHCO's strategy into the scorecard map and objectives
- Direct the assessment of organizational and performance gaps within the different business units and report on corrective actions needed
- Provide input into the development of relevant strategic plans, forecasting model and operational plans and implementation of relevant policy and procedure
- Direct the assessment of organizational and performance gaps within the different business units and report on corrective actions needed

Effective scored card management

- Developing and maintaining the organisational scorecard.
- Ensuring that every staff member in the department is coached.
- Co-ordinate Performance Management System training for the departmental staff members if necessary.

Effective Monitoring and Reporting by:

- Analyzing , compiling and reporting on entity performance on a quarterly basis.
- Ensuring timeous submission of monthly/quarterly performance reports for the company to relevant structures
- Drafting of the Company Annual Report.

Coordinate and monitor strategy projects by:

- Aligning departmental programmes / projects to company strategic objectives/deliverables per business plan
- Aligning departmental programmes / projects to departmental budget
- Ensuring development of departmental operational plans
- Ensure effective reporting on progress against implementation of departmental operational plan
- Ensuring development of strategic and operational risk register of the department
- Ensuring effective implementation of the mitigating measures per the strategic and operational risk register

Organizational alignment by:

- Defining, on the corporate scorecard, the synergies to be created through cross business behavior at lower organisational levels
- Linking support unit strategies and scorecards to business unit and corporate strategic objectives
- Linking external partners , such as customers , suppliers joint ventures and the board of directors , to the organization's strategy.
- Organizing the executive leadership team's review and approval process of the scorecards produced by the business units, support units , and external partners (where applicable)

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

- Degree in Business Management / Public Administration or equivalent
- Post Graduate Qualification in Business / Public Management will be an added advantage
- Minimum 6 to 8 years of Experience in Strategic Planning Role
- 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:** Strategic Planning, Management Leadership,, 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, 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:

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/1W7JaMC70RWumjYmvGbwd2wew554>



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 15 June 2023