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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**Director: Public Housing Stock Management**

**APPLICATION REQUIREMENTS**


- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.


**DISCLAIMER**

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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## DIRECTOR: PUBLIC HOUSING STOCK MANAGEMENT

<b><u>DEPARTMENT:</u></b>	Human Settlements
<b><u>BRANCH:</u></b>	<b>Public Housing Stock Management</b>
<b><u>DESIGNATION:</u></b>	<b>Director: Public Housing Stock Management</b>
<b><u>REMUNERATION:</u></b>	R71 274,46 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	222 Smit Street, Braamfontein

### **Minimum Requirements:**

- Grade 12 Certificate (NQF level 4) plus an appropriate B Degree at NQF level 7 in Public Administration/Commerce/Business Administration/Property Management;
- 10 years' experience within a Housing/Property management environment of which 5 years at a middle/senior management level;
- Experience within Local Government/Social Housing is preferred;
- Managing multiple large estate projects;
- Ability to operate at strategic management level;
- Understanding of MSA and Local Government Governance framework as well as National Housing Code;
- Understanding of budgeting, planning, MTEF, MFMA, and Built Environment legislation;
- Knowledge of Property Management, Asset Management, Management of lease agreements, OHS, Eviction management and Maintenance Planning; and
- Extensive experience in rent/tariff price setting.

### **Primary Function:**

**Provide strategic direction and leadership to ensure that properties managed by CoJ Housing successfully meet the expectations of customers whilst being properly maintained and operating within the framework of agreed budgets. This includes the re-development and management of the implementation of housing projects within the jurisdiction of the Public Housing Stock Management unit and the implementation of housing service delivery plans with emphasis on the management of Council Owned Stock including the coordination of the initiation, planning, implementation, and monitoring of Public Rental Housing Management as well as lease agreement management on Old Age Homes, Hostels, Flats, Duplexes, Row-House and coordination of re-location on new developments.**

### **Key Performance Areas:**

- Develop and manage the strategies and implementation thereof for Housing projects;
- Manage the Rental Housing Stock;
- Develop the Public Housing Management Strategy;
- Determine the Housing Property Portfolio;
- Foster and manage relationships with the private sector; other Government spheres and Departments and City Departments and MEs;
- Facilitate and manage community participation in housing projects;



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- Plan the Department's activities;
- Monitor and review performance within the Department;
- Manage and control staff;
- Report to the Executive Director: Human Settlements in terms of agreed objectives, plans and budgets and seek direction as required.

#### **Leading Competencies:**

- Proactive, Flexible, Work under Pressure and Work Independently;
- Computer literacy (MS Office Packages, including Word, Excel, and PowerPoint);
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating, and time management skills.

#### **Core Competencies:**

- Strategic Planning, Management and Leadership;
- Communication and Facilitation;
- Conflict and Relationship Management;
- Project Management and Data Analysis;
- Knowledge of policy and procedure development and implementation;
- Budgeting and Budget Management;
- Making high-risk recommendations relating to the policy of long-term and strategic returns can have a high impact on the organization and can have grave consequences;
- Collaborative/Teamwork, Values and Integrity, Attention to detail and logical thinking, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.

***“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”***

**Please take note that only online applications will be considered. Please apply by using the following link below:**

<https://share-eu1.hsforms.com/189zXGzoSTuqJokwNk1XRtAew554>

**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**



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**ENQUIRIES ONLY:**

Contact Person: Nonjabulo Sibiyi  
Tel No: 011 061 3155 / 7975 / 8021

**CLOSING DATE: TUESDAY, 21 MAY 2024**

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check,
- Identity validation.