



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

PO Box 31565
Braamfontein
2017

Tel +27(0) 10 219 9000
Fax +27(0) 10 219 9400

www.jhbproperty.co.za

INTERNAL AND EXTERNAL ADVERT	
Vacancy :	Committee Officer
Business Unit	Supply Chain Management
Reporting To :	Manager: Committee Legal and Commercial Assistant
Ref:	HCM/01/2024
Basic salary is R31 886.00 (excluding benefits)	

Purpose:

To provide effective and efficient committee and associated administrative services for the Committees to directly influence the successful running of meetings and all other duties associated with the job.

Appointment requirement:

- Matric/Grade12 Senior Certificate
- Diploma or Certificate in Administrative/Secretarial
- 3 years of comprehensive experience in minute taking
- Extensive experience with preparing transcripts from recordings
- Relevant secretarial/administrative experience
- Computer literacy

Experience

- 3-4 years of relevant committee management experience

Preferred

- Supply Chain Management Equivalent qualification
- 3 years of Relevant committee Management experience

Role and Responsibilities:

1. FUNCTIONAL PLANNING

Co-ordinates specific logistical and procedural activities associated with JPC’s meetings, by-

- Ensuring committee meetings are effectively organised and minutes
- Confirming venue for meetings



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Ellen Rakodi | Fulufhelo Ratshikhopha | Londiwe Mthembu |
Mxolisi Zondo | Ntombikayise Tini | Sabelo Mtolo |
Tshepang Thatelo

Executive Directors: Helen Botes (Chief Executive Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07



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- Ensure meeting proceedings are recorded
- Communicating invites to committee meetings
- Maintaining effective records and administration
- Upholding the legal requirements of governing documents, policies, statutes, etc. (where relevant)
- Communication and correspondence

2. COMMITTEE FUNCTIONS

- Provides efficient and effective telephonic and face-to-face service to customers for your region.
- Prepare reports regarding all stakeholder engagements and escalate to the manager to assist with unresolved inquiries.

3. REPORTS

- Performs administrative activities associated with the preparation of documents and correspondence for circulation, by:
- Editing final report for inclusion in the agendas for consideration at the Transactions Committee.
- Editing and ensuring quality control on transaction reports for consideration at the Mayoral Committee and the updating of matters arising from these Committees.
- Circulation of the matters arising and comments to the JPC internal departments for follow-ups and implementation depending on the particular resolution.
- To ensure that laid down guidelines are applied and all secretarial and support requirements, associated with the Committee functions, are efficiently undertaken and completed.



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Note:

- JPC is an Employment Equity Employer; therefore, an appointment will be made in accordance with the company's employment Equity Policy and Plan.
- Submit a detailed, relevant CV including copies of qualifications via e-mail to JOBS@jhbproperty.co.za
- Quoting the relevant reference and job title.
- Applicants must note that further verifications like qualifications and criminal checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks.

Should you have any queries kindly contact **Amukelani Maluleke on 066 282 0725**

If you do not hear from us within 6 weeks after the closing date, you may consider your application as unsuccessful.

Closing Date: 02 February 2024



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