



Johannesburg Social Housing Company

61 Juta Street
Braamfontein
2094

PO Box 16021
New Doornfontein
2028

Tel 0861 JOSHCO
Tel +27 (0) 11 406 7300
Fax +27 (0) 11 404 3001
Email info@joshco.co.za
www.joshco.co.za

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INTERNAL AND EXTERNAL ERRATUM: ADVERTISEMENT

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: Fixed Assets and Contract**
Employment Status : **Permanent**
Department : **Finance**

Purpose of the Job: To be responsible for managing and maintaining the fixed asset portfolio and overseeing contract management activities related to Finance.

Responsibilities (but not limited to the following):

- ◆ Develop and implement comprehensive fixed asset management policies, procedures, and guidelines for JOSHCO.
- ◆ Oversee the accurate recording and tracking of fixed assets, including acquisition, depreciation, valuation, and disposal.
- ◆ Conduct regular physical asset inspections and audits to verify the existence and condition of fixed assets.
- ◆ Develop and implement depreciation schedules, ensuring compliance with accounting standards and tax regulations.
- ◆ Generate reports and provide analysis on fixed asset data for management and regulatory purposes.
- ◆ Collaborate with internal stakeholders to ensure timely renewal or termination of contracts.
- ◆ Coordinate with legal and SCM departments to resolve contract-related issues and disputes.
- ◆ Developing and enforcing company Fixed assets policies and regulations.
- ◆ Developing internal controls to Fixed Assets and Contract management activities.
- ◆ Oversee the management and maintenance of the commitments register, ensuring accuracy and completeness.
- ◆ Monitor commitments against available budget and funding sources, ensuring alignment with financial objectives.

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

- ◆ Bachelor's degree in Finance, Accounting, or a related field.
- ◆ BCom degree in Finance or Accounting or equivalent is required.
- ◆ Minimum of 5 years of experience in a finance environment.

- ◆ Strong knowledge of fixed asset management principles, contract administration, and financial analysis.
- ◆ Familiarity with relevant legislation, regulations, and best practices in fixed asset and contract management.
- ◆ Excellent analytical, problem-solving, and decision-making skills.
- ◆ Strong leadership and team management abilities, with the ability to motivate and inspire others.
- ◆ Exceptional communication and interpersonal skills, with the ability to build relationships and collaborate effectively with stakeholders.
- ◆ Proficiency in using relevant software and systems for fixed asset and contract management.

Skills and competencies- The ideal applicant must possess the following skills and competencies:

- ◆ **Generic skills:** Demonstrated strong leadership and problem-solving capabilities, Strategic thinker, Relationship management, Analytical, Deadline driven, Excellent verbal and written Communication skills, highly organized, detail oriented.
- ◆ **Technical Knowledge and Skills:** Ability to manage multiple complex projects simultaneously and be comfortable performing workflow analysis assessments.
- ◆ **Attributes:** Decision-making Persuasion, Flexibility, Innovation, Proactive.

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. Failure to apply using the correct link will result to an application not considered.



<https://share-eu1.hsforms.com/1AUTaAPLcRU2pVbyq6xC0uAew554>

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 22 January 2024 at 16:00 any application received after the closing date will not be considered.