



09 January 2024

INTERNAL AND EXTERNAL ERRATUM:RE-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 : **Executive Manager : Corporate Services**
Employment Status : **Permanent**
Department : **Office of the CEO**

Purpose of the Job: The Executive Corporate Services ensures that the divisions and people of JOSHCO are supported with the highest standard of services they require to meet strategic objectives with respect to Human Resources, Communication, Facilities and organisational performance against strategy is effectively monitored.

RESPONSIBILITIES (BUT NOT LIMITED TO THE FOLLOWING):

Development of an Effective Strategy Framework for Corporate Support

- Develop and embed a culture of customer focus and performance management to ensure high quality and continuous improvement in service delivery.
- Ensure corporate support governance processes are in place and review processes where necessary.
- Collaborate with the Legal Advisor to ensure compliance with all legislative requirements
- Maintain and monitor JOSHCO's Code of Conduct

Financial Management

- Ensure that budget is spent cost-effectively
- Submit monthly budget status
- Develop and adhere to correct financial Service Level matrixes
- Ensure adherence to budgets and corrective action where required
- Continuously align budget and expenditure with strategic outlook of business unit
- Provide guidance, direction and support to management and staff on HR budget allocations and usage
- Monitor and manage the talent management budget.
- Ensure cost effective management of the Corporate Services function

Implement an Effective Framework for Human Resources

- Align the Human Resource Plan with the JOSHCO's strategic goals
- Establish objectives for the Human Resource Division within the organisation
- Ensure the development and implementation of a Talent Management Framework for JOSHCO
- Ensures HRD initiatives with JOSHCO contribute to the attainment of overall objectives and goals of the organisation

- Ensure the development and review of organisational structures that meet changing service needs
- Ensure a comprehensive and efficient document management framework for JOSHCO Human Resources requirements
- Ensure relevant and 'fit for purpose' employee benefit and remuneration policies and programmes are maintained
- Ensure that progressive Employee Relations are maintained within the organisation
- Direct and organisation-wide wellness framework

Implementation of an Effective Strategy Framework for Communication and Marketing

- Set policy and strategy for external Communication and Marketing
- Set policy and strategy for internal Communication and Marketing
- Define the JOSHCO brand image
- Ensure regular and effective communication between JOSHCO and the CoJ on key corporate support matters
- Ensure strategic direction to identify key stakeholders and media channels and partners
- Promote the JOSHCO brand amongst stakeholders
- Promotion of JOSHCO and its processes and systems to stakeholders
- Ensure that events such as launches, sod-turning and political events are properly managed
- Ensure that staff is trained on protocol and how to handle dignitaries
- Serve as a communication medium to the whole organisation and executive sponsors of the transformation

Office Management

- Ensure the provision of a centralised facilities services
- Ensure the planning of facilities for future requirements
- Management of service levels with facilities providers
- To oversee contractual arrangements for all buildings and facilities, ensuring that facilities are fit for purpose, provide value for money and are in compliance with local law.
- To keep a central record and oversight of all contracts.
- To ensure all contracts meet legal and financial requirements.
- To provide regular financial and HR reports as required

Health and Safety Management

- Determine strategic direction and work priorities (in conjunction with line management) for the continuous improvement of SHEQ management programme and systems
- Advise line management and assist with the implementation of new or existing SHEQ-related legislation, rules and Company standards to include fire prevention, health and safety awareness training, site inspections of Company and contractors on JOSHCO's sites
- Complete prevention inspections annual audits and Quality Assurance
- Develop SHEQ Communication Strategy for all sites and levels of staff, to include written information, toolbox talks and management briefs
- Manage retention of all current quality accreditations and work towards the attainment of new quality accreditations
- Provide support and expertise to line management in incident investigation and reporting (including dangerous occurrences and occupational diseases).

People Management

- Ensure the development of a high-performing team through embedding formal performance development and informally coaching management team on how to conduct the process effectively.
- Determine and analyse training and development needs for managers and ensure they do the same for their teams.
- Establish and maintain a succession plan for the management team in the area using the formal Talent Management process for identified talent and an information process for remaining roles.
- Ensure that managers create effective workforce plans and recruitment demands plans for their areas.
- Address poor performance of any team member through the formal Performance Improvement process.
- Pursue own development to increase personal effectiveness, acknowledging strengths and areas of development.

MINIMUM EDUCATIONAL QUALIFICATIONS

- A minimum Bachelor's Degree in Human Resource Management or Business Management or other suitable tertiary degree (NQF Level 7)
- An MBA, MBL or master's will be an added advantage
- A Certificate in MFMA or the ability to acquire it within the first 18 months of employment.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

- A minimum of 5-7 years' corporate services management experience of which 3 years' must be at senior or strategic management level.
- Good knowledge and understanding of institutional governance systems and performance management
- Good knowledge and understanding of relevant policies and legislation
- Good knowledge of corporate support services, including human resources management
- Good communication and negotiation skills
- Labour relations Act, and other labour and prescripts

OTHER COMPETENCIES:

GENERAL MANAGEMENT SKILLS:

Strategic Planning, Strategic Management, Strategic Leadership, Communication, Facilitation, Conflict Management, Relationship Management, Project Management, General Management skills, Knowledge of policy and procedure development and implementation, Data Analysis skills, Budgeting and Budget Management skills, Problem-solving skills

TECHNICAL KNOWLEDGE AND SKILLS

Basic understanding Human Resources and Human Capital Development, Policy Development management and implementation, Alignment of practice with guiding policy framework, Good communication and negotiation skills, Labour Relations and other labour related prescripts

ATTRIBUTES

Emotional intelligence leadership, assertiveness, Interpersonal skills, Adaptability and 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. Failure to apply using the correct link will result to an application not considered.



<https://share-eu1.hsforms.com/1d1HSa6h0SeGxIDXCfdpLEAw554>

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