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Johannesburg Social Housing Company

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INTERNAL ADVERT

17 May 2022

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). **We invite suitably qualified and experienced persons to apply for the following vacant position.**

Position : Compliance Specialist
Employment Status : Permanent
Department : Business Planning and Strategy

Purpose of the Job: Responsible for the success of JOSHCO by taking the responsibility to ensure compliance with the laws and regulations associated with the provision of social housing units. Ensuring regulatory compliance on all levels of the organization.

Responsibilities (but not limited to the following):

- Manage internal and external compliance audits aligned to Corporate and Legal requirements and compiling of those reports
- Coordinating regulatory compliance procedures across the organizational structures
- Monitoring compliance and facilitating interventions to manage risks
- Developing and enacting regulatory compliance strategies
- Providing training in compliance practices and procedures across the organization
- Document control related to compliance and maintaining records
- Maintain compliance with all Legal and other requirements (Public, Customers and Corporate)
- Support compliance to and minimize risk as per POPIA legislative requirements - supplier/customer/ operators
- Identify any compliance risks and engage relevant department to take immediate remedial action
- Monitor any changes to processes that may have an impact on compliance to legislation and report these to the Manager: Compliance
- Manage organizational compliance with the Social Housing Regulatory Authority (SHRA) regulations
- Ensure timeous and accurate reporting to SHRA
- Respond to SHRA compliance notices and represent the organization in meetings with the regulator

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

- LLB, BCom /BTech Internal Auditing
- Compliance Institute Membership
- Post Graduate Diploma in Compliance
- 5 years' experience in Compliance Management
- Knowledge and understanding of government/local government decision-making, planning, policies, and priorities.
- Knowledge of relevant and applicable Legislations and National Treasury Frameworks.
- Report writing skills

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

- **Generic skills:** Communication, Facilitation, Conflict Management, Planning and Organizational, Relationship Management, Teamwork and Project Management.
- **Management and leadership skills:** Leadership skills, Data Analysis skills, Budgeting and Budget Management skills, Performance Management skills, Networking Skills, Decision-making skills, Negotiation skills, Problem-Solving skills and Monitoring skills.
- **Technical Knowledge and Skills:** Data Collection and Management, Performance Monitoring and Evaluation Techniques and Processes.
- **Attributes:** Emotional Intelligence, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability, Flexibility.

Application Procedure:

Interested applicants are invited to apply by submitting their CV's together with certified copies of qualifications and ID to: recruitment@joshco.co.za quoting the position applying for. **Cv's and Copies of Qualifications should either be in Word or PDF Format, other formats will not be considered** Failure to submit the required documents will result in your application not being considered. 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.



Closing date: 25 May 2022