



a world class African city



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

12 May 2022

### INTERNAL AND EXTERNAL ADVERT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop 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 graduates to apply for the following internship. The internship is aimed at providing graduates with an opportunity to gain practical work experience. Interns will be paid a monthly stipend.**

**Position** : **Security Administration Intern X2**  
**Employment Status** : **Fixed Term Contract (12 Months internship)**  
**Department** : **Housing Management**

#### Requirements, interested applicants must be in possession of:

- ◆ Matric Certificate (Grade 12)
- ◆ A recognized Higher Certificate or Diploma in Office Management/Administration (NQF Level 5 or higher)
- ◆ Registration with Private Security Industry Regulatory Authority (Grade D Minimum) is advantageous
- ◆ Computer Literacy (MS Office applications)
- ◆ Only City of Joburg residents will be considered (Proof of Residence)

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

- ◆ **Generic skills:** Communication, Facilitation, Conflict Management, Teamwork, Organizational
- ◆ **Attributes:** Emotional intelligence, Assertiveness, Interpersonal Skills, Attention to detail, Flexible, Reliable, Innovative

**Position** : **Maintenance Administration Intern X2**  
**Employment Status** : **Fixed Term Contract (12 Months internship)**  
**Department** : **Housing Management**

#### Requirements, interested applicants must be in possession of:

- ◆ Matric Certificate (Grade 12)
- ◆ A recognized Higher Certificate or Diploma in Office Management/Administration/Management related qualification (NQF Level 5 or higher)
- ◆ Computer Literacy (MS Office applications)
- ◆ Only City of Joburg residents will be considered (Proof of Residence)

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

- ◆ **Generic skills:** Communication, Facilitation, Conflict Management, Teamwork, Organizational
- ◆ **Attributes:** Emotional intelligence, Assertiveness, Interpersonal Skills, Attention to detail, Flexible, Reliable, Innovative

**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](mailto:recruitment@joshco.co.za) quoting the position applying for on the email subject line. Documents submitted should be in Word or PDF format. 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: 19 May 2022**