



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

16 SEPTEMBER 2021

INTERNAL AND EXTERNAL ADVERT

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 positions. Successful candidate should be available immediately.**

Position : **Procurement Specialist**
Employment Status : **Fixed Term Contract (12 Months)**
Department : **Finance**

Purpose of the Job: The position will serve to coordinate and undertake the effective functioning of the supply chain process based on required internal control measures, including coordinating the procurement of day-to-day goods and services for JOSCHO.

Responsibilities (but not limited to the following):

- Daily approval of maintenance procurement requests.
- Weekly COVID-19 procurement reporting.
- Monthly and quarterly SCM reporting, as well as any other adhoc reports.
- Maintenance of the contracts register, commitment register, quotation register, ensuring completeness and accuracy.
- Compilation of tender files.
- Compilation of documentation for audit purposes (external and internal)
- Ensuring SLA`s are concluded for all suppliers appointed.

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

- Grade 12 certificate or equivalent.
- A Degree in Finance/Procurement Management/Supply Chain Management/ Public Administration
- 3-5 years' experience is a requirement in a similar position as well as strong experience in implementation of the PPPF Act, MFMA as well as an understanding of BBBEE Act requirements in line with the implementation of Procurement prescripts in local government sector
- Management as well as understanding and interpretation of contracts, and drafting thereof
- A relevant Post Graduate Qualification will be advantageous

Directors: Mr. Theodore Dhlamini (Chairperson), Mr. Victor Rambau (CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Moerane Maimane (NED), Mr. Jason Sobekwa (NED), Mr. Siphwe Mhlongo (NED), Mr. Themba Mamba (NED), Ms. Gaby Boikanyo (NED), Mr. Xolani Dlwathi (NED), Debbie Raphuti (NED), Eugenia Motloung (NED), Kenste Sesele (NED), Nikelo Bangisi (NED)
Ms. Brenda Makhanya (NED), Ms. Sibongile Bhengu (NED), Ms. Xolisile Njapha (Company Secretary)

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

- **Generic skills:** Communication, Deadline driven, Analytical, Planning and Organizational, Relationship Management, Teamwork and Strategic thinking.
- **Management and leadership skills:** Project Management, People Management, Planning and Organizing, Problem Solving, Ethical, Negotiation Skills, Gather and Analyze Information.
- **Attributes:** Emotional intelligence, Assertiveness, Interpersonal Skills, Attention to detail, Flexible, Reliable, Innovation.

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. 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.



The Closing date for applications is 24 September 2021