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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 RE-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).

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

Position : **Social Facilitator X2**
Employment Status : **Permanent**
Department : **Corporate Services**

Purpose of the Job: To build and maintain relationships with ward Cllrs, community members, tenants, targeted internal staff members and other JOSHCO stakeholders to better understand their concerns and perceptions, build and maintain mutually beneficial relations. The role will further be responsible for assisting in the development and implementation of external stakeholder relations strategy.

Responsibilities (but not limited to the following):

- Assist the development and execution of Public and Stakeholder Relations strategy
- Community and tenant engagement
- Administrative functions of the unit/department
- Attend community and tenant meetings.
- Brief the community about the project in the ward.
- Assist in the development and implementation plan of handling community and escalated tenant complaints.
- Identification of all relevant stakeholders, secure buy in and support
- Liaise with community leaders, community representative's structures and leverage trust and forge healthy relationships with key stakeholders.
- Record and coordinate correspondence received from stakeholders
- Organise meetings and record proceedings
- Management and safe keeping of all correspondence
- Provide logistical support to the unit
- Receive customer queries with regards to maintenance
- Keep tenants informed on Projects developments
- Contact tenants and ensure that they are satisfied with the service rendered in projects

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)

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

- Grade 12 or equivalent.
- A National Diploma in Public Relations, Business Management, Community Development or equivalent
- A minimum of 3 years' experience in a similar position.
- Experience in the public sector will be an advantage.
- Code 08 driver's license is a necessity

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

- **Generic skills:** Communication, Relation Management, Teamwork, Facilitation, Analytical, Numerical, Deadline driven, Excellent interpersonal skills, Presentation, Marketing, Excellent written and verbal
- **Management and leadership skills:** People Management, Planning and Organizing, Problem Solving, ability to work independently and within a team
- **Attributes:** Hard Working, Emotional intelligence, Assertiveness, Prioritization, Interpersonal Skills, Pay attention to detail, Flexible, Reliable, Innovation, Persuasion, Innovation and proactive nature.

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.

Closing date: 02 September 2021