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Johannesburg Social Housing Company

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INTERNAL AND EXTERNAL RE-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 register Social Housing Institution and is accredited by the Social Housing Regulator (SHRA). **JOSHCO invites suitably qualified and experienced persons to apply for the following vacant position.**

Position : **Special Projects - Senior Project Manager**
Employment Status : **Renewable Fixed Term Contract (12 Months)**
Department : **Housing Development**

Purpose of the Job: To ensure JOSHCO's growth through the on time, on budget and to specification delivery of new build projects. In addition, the incumbent will be required to manage projects and work with internal and external clients. This candidate will have overall responsibility for planning, managing, and delivering projects that are: Medium to large in size, complex in nature, high in risk profile, have multiple interdependencies.

Responsibilities (but not limited to the following):

Property Development & Construction Management

- Develop an Annual Construction and Property/ Project's Management Plan.
- Provide technical oversight of the construction of the projects in terms of time, budget, and quality.
- Review reports and provide troubleshooting to projects with challenges.
- Oversee the handover and maintenance liability period of the project.

Oversee & Manage a Team of Project Managers

- Develop tender specifications for the appointment of service providers.
- Develop contracting documentation for professionals and contractors.
- Monitor performance of professional teams against contracts.
- Report on service provider performance.
- Participate in the appointment and management of social facilitators.

Oversee & Manage the Packaging of Projects for Potential Funding

- Exercise sound business judgement, identify, investigate, and analyze development opportunities, including innovative solutions.
- Prepare property development business cases and funding proposals, including all aspects of feasibility investigations (including acquisitions, constructions & consultancies).

Oversee the implementation and completion of projects

- Ensure that projects are implemented within contractual obligations and regulatory requirements, projects timelines and budget requirements.
- Maintains project plans and communicates status to Management and Clients as needed.

Budget preparation and cash-flow management

- Develop Housing Development budget in line with Capex and Operational plan.
- Report on financial performance of Housing Development
- Monitor Housing Development expenditure against the budget
- Verify project payments for approval by the Executive Manager
- Prepare financial feasibility assessment
- Prepare financial modelling for viability purposes
- Oversee the application for funding for grants
- Ensure that claims are prepared and paid on time.

Development Programme and contract Management

- Monitor delivery of projects to ensure that they achieve its original objectives and includes tracking and auditing of contract terms
- Manage accurate and comprehensive documentation including funder, consultant and contractor agreements
- Create and lead implementation of systems and policies for quality assurance.
- Conduct ongoing contract management training
- Ensure all contractual requirements including acquittals are adhered to.
- Ensure complaint are dealt with promptly and resolved effectively.

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

- Grade 12 certificate.
- A degree in Building Science, Construction Management or similar or other suitable tertiary degree.
- A Post Graduate qualification will be advantageous.
- A Professional Registration within a Built Environment Professional bodies is a must.
- A minimum of 7-10 years' construction project management and construction contracts experience which must entail, Planning and time management (preparing progress reports), Financial and budget management (monitoring budget reports), Communication Delegation (on site management, team meetings), General Construction knowledge and managing large infrastructure projects is required.
- Knowledge of relevant Legislations, construction regulations, standards, incident, investigations techniques, risk assessment methodologies.
- Knowledge in managing professionals within the built environment.

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 only and applications who have not been contacted within 6 weeks should consider their applications as unsuccessful. JOSHCO reserves the right not to make an appointment.

THE CLOSING DATE FOR APPLICATIONS IS 25 MAY 2022.