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Johannesburg Social Housing Company

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05 August 2021

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 : **Supply Chain Officer X2**
Employment Status : **Fixed Term Contract (12 Months)**
Department : **Finance**

Purpose of the Job: To ensure that quality goods/services are procured at the right quantities and at competitive prices as per specifications. In addition, serve to co-ordinate and undertake the effective functioning of the supply chain processes based on required internal control measures

Responsibilities (but not limited to the following):

- Supply Chain Process Administration
- Administration of Quotations
- Tender Administration
- Supplier Management
- Provider Database
- Treasury and Legal Compliance
- Supplier Database Management
- Query Management
- Response to Audit
- Administrative Reporting

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

- Grade 12 or equivalent.
- A National Diploma in Finance/Procurement Management/ Supply Chain Management/ Public Administration or Equivalent.
- 3 years' experience is a requirement in a similar position as well as strong experience in implementation of the PPPFA Act, MFMA Act as well as general understanding of BBBEE Act requirements in line with Procurement compliance.

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)

Attributes/Skills - Ideal candidate is expected to display profound knowledge of contract management/ & Supply chain management environment, Knowledge of dealing with Treasury regulations and requirements and Knowledge and understanding of PFMA Act, PPPFA Act and B-BBEE Act.

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: 13 August 2021