



Johannesburg Social Housing Company

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## 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 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 positions.**

1. **Position** : **Supply Chain Officer x 1**  
**Employment Status** : **Three (3) Months Fixed Term Contract**  
**Department** : **Supply Chain Management**

**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

### **Minimum job Requirements Interested applicants must be in possession of:**

- ◆ A Valid Matric Certificate
- ◆ 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.
- ◆ Management as well as understanding and interpretation of contracts, and drafting thereof.

Directors: Prof Bhekisipho Twala (Chairperson), Mr Anthony T. Ngcezula (CEO), Ms Lebohlang Ntaka (Acting CFO), Rev Molefi Olifant (NED), Dr Lesenyego Matlhape (NED), Mr Sipiwe Mhlongo (NED), Ms Nontobeko Nyembe (NED), Mr Thabo Motloung (NED), Mr Moses Molefi (NED), and Mr Tumelo Mpho Mlangeni (NED)

**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.

2. **Position** : **Senior Supply Chain Manager x 1**  
**Employment Status** : **Six (6) months Fixed Term Contract**  
**Department** : **Supply Chain Management**

**Purpose of the Job:** To assist in building a Supply Chain Management organization in relation to the administration of committee systems and functions, processes and practices and ensure compliance to the legal framework in the execution of world-class practices with JOSHCO.

**Responsibilities (but not limited to the following):**

- ◆ Develop and review a framework of compiling reports to the respective Bid Adjudication Committees.
- ◆ Provide Leadership and guidance on SCM Policy related issues.
- ◆ Develop, implement strategies and monitor compliance thereof to eliminate all forms of potential litigations.
- ◆ Ensure that SCM reporting is performed as prescribed by the respective pieces of Legislation to the extent of risk and compliance.
- ◆ Be a champion in the rollout of the SCM Policy and Procedure.
- ◆ Manage internal and external customer relationships and deliver value-adding services to SCM customers.

**Minimum job Requirements Interested applicants must be in possession of:**

- ◆ A Valid Matric Certificate
- ◆ MBA/ any post graduate degree will be an advantage.
- ◆ At least five years' experience in procurement/Supply Chain Management, of which at least three years should have been at management level.
- ◆ Candidate must have an indepth understanding of Supply Chain Management Environment and compliance requirements pertaining to MFMA. Municipal Supply Chain Management Regulations and other pieces of legislation.

**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](mailto: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 **16 January 2019**. For additional information regarding the advertised positions, applicants are encouraged to access our website at [www.joshco.co.za](http://www.joshco.co.za).