



a world class African city



Johannesburg Social Housing Company

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INTERNAL AND EXTERNAL ADVERT

04 August 2022

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 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 position.**

Position : **Special Projects Legal Officer X2**
Employment Status : **Fixed Term Contract (12 Months)**
Department : **Legal**

Purpose of the Job: - The legal advisor is accountable for taking the day-to-day legal responsibilities and providing legal advice that includes all the aspects of the analysis, investigation and drafting process. He/she is responsible for providing support in discrete legal issues by advising the organization, drafting undertakings, and structuring remedies for the relevant issues.

Responsibilities (but not limited to the following):

- Drafting and administration of contracts for special projects
- Ensure that the organization is conducting its business in accordance with applicable laws, rules, and regulations
- Implement a legal strategy for JOSHCO
- Analyzing and advising on legal risks of new ventures and preparing legal strategies to realize business ventures within applicable legal framework
- Review contracts or any other legal matters where the organization has committed itself and assess legal implications that need to be brought to the Executive Management`s attention.
- Initiate and pursue legal proceedings as required by the Company i.e., assist in the preparation of summonses, defenses, submissions, and other pleadings in civil cases both “for and against” the Company.
- Submit quarterly reports on targets achieved together with an appraisal report to the CEO, Management, and the Board of Directors.
- An updated Legal Risk Register and Mitigation Strategy in place to contain the legal risks prevalent within the relevant Departments.
- All new policies are ratified by the relevant board structures and drafted in good faith.
- Minimize litigation cases against JOSHCO, both internally and externally.
- Provide legal advice and opinions which are benchmarked against recent laws and precedents in similar rulings.

Directors: Ms. Gaby Boikanyo (Chairperson), Mr. Sello Mothotoana (Acting CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Moerane Maimane (NED), Mr. Jason Sobekwa (NED), Mr. Themba Mamba (NED), Mr. Theodore Dhlamini (NED), Mr. Xolani Dlwathi (NED), Mr. Karabo Bosch Modipane (NED), Mr. Sumesh Varghese (NED), Ms. Kentse Sesele (NED), Ms. Jennifer Madiba (Acting Company Secretary)

Registration Number: 2003/008/063/07

Minimum job Requirements Interested applicants must be in possession of:

- Appropriate legal qualification (LLB/ B. Proc/BCom Law/ BA Law) or higher
- 3-5 years post-qualification experience
- Experience in strategic planning and execution
- Proven track record of providing accurate and effective legal advice
- Experience in contract drafting and administration
- Experience as a legal advisor, and able to attend to routine administrative labour law related tasks.
- High degree of professional ethics, integrity, and responsibility.
- Proven track record in contract negotiation and drafting
- Extensive technical legal expertise, ideally in Construction Law.
- Must be conversant with the City/Municipal By-Laws.

General Management Skills: Communication, Facilitation, Conflict Management, Relationship Management, Project Management, Ethical, General Management, Knowledge of policy and procedure development and implementation Data Analysis skills, Budgeting and Budget Management skills and Problem-solving skills.

Technical Knowledge and Skills: Legislation, Statutory compliance, Project Housing Sector Assertiveness and Bargaining Council procedures.

Attributes: Emotional Intelligence, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability and flexibility, and Situational sensitivity.

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. **The incumbents should ideally be available immediately upon appointment.** JOSHCO reserves the right not to make an appointment.



Closing Date 12 August 2022