



27 March 2025

## INTERNAL AND EXTERNAL ADVERTISEMENT

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).

**JOSHCO invites suitably qualified and experienced persons to apply for the following vacant position.**

**Position :** Active Directory and Exchange Technician  
**Employment Status :** Short Term Contract (12 Months)  
**Department :** Office of the Chief Operations Officer

**Purpose of the Job:** To help businesses improve their security by ensuring that they are following best practices and keeping up with the latest threats and educate employees about how to stay safe online.

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

- Creating, modifying, and deleting user accounts, groups, computer accounts, organizational units (OUs), and other objects in the directory service database.
- Helping end users with issues related to their accounts or computers, such as resetting passwords or troubleshooting technical problems.
- Installing new Windows operating systems on users' computers as needed, including installing device drivers and other software required for the computers to operate properly.
- Managing security across the network by deploying new security patches and policies and monitoring activity for signs of intrusion or compromise.
- Maintaining a database of all users in the organization and their respective rights and privileges within the network.
- Designing and implementing a directory services infrastructure that meets the organization's needs.
- Providing technical support for user problems related to Active Directory or Windows Server applications
- Designing and implementing security policies that conform to industry best practices and align with organizational risk management objectives
- Creating, configuring, and administering active directory domains and forests, as well as adding new users to existing domains or forests.
- Creating user interfaces that are easy to use and understand.
- Tracking user feedback and make changes to the interface based on what users are saying.

**Minimum job Requirements, interested applicants must be in possession of:**

- National Diploma in computer science / information technology or relevant field.
- Microsoft Certifications (Azure Fundamentals, Azure Administrator, etc) will be an added advantage.
- One (1) – two (2) years of related experience.
- Conversant with ITIL principles.
- Experience in Active Directory and Exchange Environment.
- Experience in O365 environment.
- Able to work with different operating systems, such as Windows, Unix, Linux or macOS.
- Familiar with the security implications of moving data to the cloud, as well as the legal issues surrounding data privacy.
- **General Management Skills:** Communication, Advanced systems skills, Computer, 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:** Solid analytical and problem-solving skills, Knowledge of design principles, Problem Solving., Negotiation Skills, Ethical.
- **Attributes:** Emotional Intelligence, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability and flexibility, and Situational sensitivity.

**Application Procedure:**

Please take note that only online applications will be considered. Please apply by using the following link below, by either copying the link onto browser or click on the link:



[https://share-eu1.hsforms.com/1VEa\\_nfJeSOSM-GjRmBgVcQew554](https://share-eu1.hsforms.com/1VEa_nfJeSOSM-GjRmBgVcQew554)

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.

**The Closing Date for Applications is 04 April 2025.**