



01 April 2025

## INTERNAL AND EXTERNAL 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 :** Accounts Administrator – Communications  
**Employment Status :** Short Term Contract (12 Months)  
**Department :** Marketing and Communications

**Purpose of the Job:** To manage the tools of trade for connectivity (modems and cellphones) this includes coordination of claims, insurance and allocation of new and loan devices. This role also assists the Communications Manager with administrative support.

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

- Receive requests from Line Manager and coordinate approval from HODs.
- Align allocation with the cell phone policy.
- Ensure that users understand the policy and sign a declaration.
- Store data digitally and in the print version.
- Request stock from the service provider for new and upgrade allocations.
- Ensure that loan phones are well-kept.
- Management of the user and stock database.
- Allocation of devices as per Cellphone policy.
- Request blacklisting of device with the service provider.
- Acquire an ITC number to open a case.
- Ensure that the user open a case timeously.
- Consolidate all required documents for processing of an insurance claim.
- Processing of claims with the insurer.
- Providing feedback from insurance to the user for necessary follow-up.
- Coordinate payment of excess fee to the service provider's account.
- Initiate salary deductions for lost or damaged devices declined by insurance.
- Keep records up to date.

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

- Grade 12.
- Certificate or Diploma in Marketing will be an added advantage.
- One year (1) years' experience in Corporate Cellphone Management.

**Skills and competencies-** The ideal applicant must possess the following skills and competencies:

- **Generic skills:** Communication, Relationship Management, Good Organizational and Time management abilities, Excellent verbal and written communication skills, and the ability to work on multiple projects simultaneously while maintaining accuracy.
- **Technical Knowledge and Skills:** Problem solving(basic) and be able to gather and analyze information(basic).
- **Attributes:** Emotional intelligence, Assertiveness, Interpersonal Skills, Flexible, Reliable, Innovation.

### **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. Failure to apply using the correct link, will result to any application not considered.



<https://share-eu1.hsforms.com/1jdNiSfzxSJeyh2NnMOHnAew554>

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 09 April 2025 at 16:00 any application received after the closing date will not be considered.**