



31 July 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 : Executive Assistant: Chief Financial Officer
Employment Status : Short Term Contract (12 Months)
Department : Office of the Chief Financial Officer

Purpose of the Job: Is to ensure effective administrative and secretarial support to the Chief Financial Officer.

Responsibilities (but not limited to the following):

- Receiving visitors and directing them accordingly.
- Answering all incoming calls professionally.
- Taking messages if necessary and forward as appropriate.
- Attending to requests from internal and external customers, stakeholders, general public etc.
- Ensuring that all queries are dealt with and followed through
- Functioning as a liaison in Department.
- Scheduling meetings and preparing venues.
- Maintaining and managing the Chief Financial Officer diary effectively.
- Ensuring all correspondence is typed and where appropriate, drafted and approved by the Chief Financial Officer.
- Managing maintenance of office equipment to ensure they are fully functional.
- Scheduling coaching and performance review dates for the year in advance on behalf of the Chief Financial Officer.
- Preparing a file for each subordinate of the Chief Financial Officer in advance.
- Ensuring all relevant evidence/means of verification is included in files.
- Prepare operational budget for the Chief Financial Officer.
- Monitor departmental expenditure against budget.
- Ensuring all evidence and means of verification are available for performance management.
- Ensuring the completion of the attendance register for all staff.

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

- Secretarial/Administration or related certificate
- National Diploma (NQF Level 6) in Business Administration, Office Administration or higher in the related field will be added advantage.
- Minimum of 3 to 5 years' secretarial experience preferably in a senior management environment.
- Preference will be given to candidates that have served in the similar role of the CFO's office

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

- ♦ **Generic skills:** Communication, Facilitation, Conflict Management, Planning and Organizational, Relationship Management, Teamwork and Project Management.
- ♦ **Management and leadership skills:** Leadership skills, Data Analysis skills, Budgeting and Budget Management skills, Performance Management skills, Networking Skills, Decision-making skills, Negotiation skills, Problem-Solving skills and Monitoring skills.
- ♦ **Technical Knowledge and Skills:** Data Collection and Management, Performance Monitoring and Evaluation Techniques and Processes.
- ♦ **Attributes:** Emotional intelligence, Assertiveness, Interpersonal Skills, Attention to detail, 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/1wxlYzP-YQ1Cniqq-DO7lLQew554>

JOSCO 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. JOSCO reserves the right not to make an appointment.

The Closing date for applications is 08 August 2025 any application received after the closing date will not be considered.