



17 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 Operations Officer
Employment Status : Short Term Contract (12 Months)
Department : Office of the Chief Operations Officer

Purpose of the Job: To provide assistance to the COO in relation to the general office management, and meeting and event coordination. In addition, this will include managing a complex schedule for the COO such as booking meetings, conference calls and travel; taking meeting minutes, write reports, prepare correspondence, and prioritizing items that need attention.

Responsibilities (but not limited to the following):

- Provide comprehensive support services to the COO to ensure professionalism, responsiveness, and effectiveness within the organisation.
- Effective management of the COO's diary.
- Administer correspondence, manage incoming calls, prioritize phone messages and emails.
- Ensure all filing is done and up to date.
- Attend to requests from internal and external customers, stakeholders, general public etc.
- Ensure minutes are taken, including EXCO minutes, typed and distributed.
- Assist with the preparation of the operational budget for the office.
- Make judgments and recommendations to ensure smooth day-to-day engagements.

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

- Grade 12 and Secretarial qualifications.
- Degree in Office Management or equivalent.
- 02 – 04 years secretarial experience in supporting Executives/Senior management.

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/1-lhQI7x3SCWLqi3fz6sQZwew554>

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 25 July 2025 at 16:00 any application received after the closing date will not be considered.