



03 September 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 : Administrator
Employment Status : Short Term Contract (12 Months)
Department : Office of the CEO

Purpose of the Job: Is to represent and protect JOSHCO's interests when there is a dispute, whether it is a commercial, civil or criminal matter.

Responsibilities (but not limited to the following):

- Assisting Legal Officers to conduct thorough investigations into client matters, including performing legal research and analysis.
- Conducting research tasks.
- Performing limited legal analyses.
- Preparing basic legal documents.
- Maintaining legal records.
- Aiding in the preparation and review of documents papers, letters, and the like.
- Dispatching documents, letters, papers and the like.
- Printing, photocopying and reproducing business correspondence, letters and email.
- Organizing the law library and purchasing reports or books.
- Assisting with file opening, updates and other such administrative matters.
- Assisting Legal Officers in conducting thorough investigations into client matters, including performing legal research and analysis.
- Collecting and assembling evidence along with supporting documentation for trial purposes.
- Readying materials for trial proceedings including documents, evidence and verifying information.
- Filing documents in court and confirming return of service
- Attending mediation hearings and settlement conferences.

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

- Diploma or National Diploma in Paralegal Services / Legal Service Assistant or equivalent.
- Minimum of one (1) year relevant experience in legal industry administration.
- The ability to manage and respond to Rental Housing Tribunal processes will be advantageous.
- Experience with legal documents service procedures & handling rental disputes will be advantageous.

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/1unuw_xaPT5ikz1k5OSML6Aew554

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 11 September 2025 any application received after the closing date will not be considered.