



Johannesburg Social Housing Company

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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 people to apply for the following vacant position.

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

Purpose of the Job: To handle information produced and received in the Community Development Department.

Responsibilities (but not limited to the following):

- Supports the community development department by overseeing administrative tasks and communication with project and client stakeholders.
- Coordinates status reports, action reports, and task schedules, compiles agenda and minutes for meetings with stakeholders.
- Assist in the planning implementation and monitoring of community development projects and initiatives.
- Assist in preparing and managing documents at the community development office.
- Ensure reports and documents are stored in the appropriate database.
- Schedules stakeholder meetings, documenting, and communication on instruction of the Community Development Manager and Community Development Officers.
- Consolidate status reports received from Community Development Officers and stakeholders.
- Provide support with the implementation of EPWP project plans.

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

- Grade 12 or equivalent at NQF level 4 with at least 120 credits
- 1 to 2 years' experience in office administration, or similar environment.
- A Diploma/National Diploma in Public Management/Public Administration or related field will be an added advantage.

- **General Management Skills:** Communication, Facilitation, Conflict Management, Customer Service, Relationship Management, Teamwork.
- **Technical Knowledge and Skills:** Health and Safety Legislation, Classification of filling system, Document Management.
- **Attributes:** Emotional control, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability and Flexibility, Situational sensitivity

Application Procedure:

Please take note that only online applications will be considered. Applicants are advised to use Google chrome when applying for JOSHCO positions. Please apply by using the following link below, by either copying the link onto browser or clicking on the link:



<https://share-eu1.hsforms.com/1gRxalB55Tn-Zs4gli9cKvQew554>

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 the 14th of November 2025 any application received after the closing date will not be considered.

