



Johannesburg Social Housing Company

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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 qualified and experienced people to apply for the following vacant position.**

POSITION : MANAGER: OFFICE ADMINISTRATION(FACILITIES)
EMPLOYMENT STATUS : PERMANENT
DEPARTMENT : CORPORATE SERVICES

Purpose of the Job: The Administration Manager is responsible for planning, coordinating and managing the facilities of JOSHCO's head office building, infrastructure, equipment and support services to ensure a safe, functional, cost effective and compliant working environment. The incumbent will oversee maintenance, security, health and safety compliance, space management to support business operations.

RESPONSIBILITIES (BUT NOT LIMITED TO THE FOLLOWING):

1. Facility Management by:

- Develop and implement facilities management strategies, policies and procedures.
- Oversee the day-to-day operation and maintenance of buildings equipment and infrastructure.
- Conduct regular inspections of facilities to identify maintenance and repair requirements.
- Coordinate office renovations, relocations and refurbishment projects.
- Ensure generators are serviced in accordance with manufacturer specifications.
- Monitor generator performance and reliability.
- Coordinate periodic generator testing and load tests.
- Ensure sufficient diesel/fuel levels are maintained.
- Oversee the maintenance and operation of all lifts and systems.
- Monitor lift downtime and ensure prompt response to faults.

2. Cleaning Service Management by:

- Develop, implement, and monitor daily, weekly, and monthly cleaning rosters.
- Supervise cleaning staff and ensure adequate staffing levels across all facilities.
- Allocate cleaning responsibilities and resources to ensure effective service delivery.
- Monitor the quality of cleaning services and ensure adherence to hygiene standards.
- Conduct regular inspections of offices, boardrooms, kitchens, ablution facilities, reception areas, and common areas.
- Ensure cleaning materials and consumables are available and adequately controlled.

3. Reception and Front Office Management by:

- Oversee the effective functioning of reception services.
- Ensure professional reception and customer service standards are maintained.
- Supervise reception personnel and monitor performance.

4. Health, Safety and Environmental Compliance by:

- Ensure compliance with Occupational Health and Safety legislation.
- Conduct facility inspections and risk assessments.
- Ensure emergency evacuation plans are implemented.
- Manage health and safety audits.

5. Security Management by:

- Develop, implement, and maintain security policies, procedures, and protocols for all organizational facilities.
- Oversee the day-to-day management of security services and security personnel.
- Ensure that all facilities are adequately protected against theft, vandalism, unauthorized access, and other security threats.

6. Budget and Financial Management by:

- Prepare and manage the facilities budget.
- Monitor expenditure on maintenance, cleaning, lifts, generators, and facility operations.

7. Records Management by:

- Develop, implement, and maintain records management systems, procedures, and controls for both physical and electronic records.
- Ensure that all organizational records are created, classified, stored, maintained, and disposed of in accordance with approved records management policies and legislative requirements.
- Manage the organization's registry and records management functions.
- Maintain an approved file plan and records classification system.

8. People Management by:

- Lead, manage, and supervise facilities staff, including cleaners, receptionists, maintenance personnel, and other support staff.
- Develop work plans and performance objectives for staff members.
- Monitor employee performance and provide regular coaching and feedback.
- Conduct performance reviews in accordance with organizational policies.
- Identify training and development needs and facilitate employee development programmes.

MINIMUM EDUCATIONAL QUALIFICATIONS

- Grade 12/Matric.
- Bachelor's Degree in Public Administration/ Facilities Management/Operations Management/ Property Management/ Building Management/ Property Management/ Building Management/ Business Administration or equivalent.

- Certificate in Project Management will be an added advantage.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

- 4 to 5 years proven working experience in Facilities Management/Building Maintenance, which 3 years must be at Supervisory level.
- Valid Driver's Licence is required.

OTHER COMPETENCIES:

- **GENERIC SKILLS:**

Good communication and delegation skills, Project Management Skills, Maintenance Management Skills, Health and Safety Compliance, Project Management, Contract Management, Security Management.

- **MANAGEMENT AND LEADERSHIP SKILLS:**

Financial, Accounting and Budgeting, Business Development, Organisational Management and Principles, Human Resource Management (Basic), Project Management, Planning and Organising, Gather and analyse information, Performance Management, Networking, Coaching.

- **TECHNICAL KNOWLEDGE AND SKILLS ATTRIBUTES**

Thorough knowledge of government policy and legislative framework, guiding Local Government, Policy development and implementation, Alignment of practices with guiding policy framework, Labour Relations and other labour related prescripts, In-depth understanding of office management procedures and departmental and legal policies, Familiarity with financial and facilities management principles and proficiency in MS Office Management.

- **ATTRIBUTES**

Emotional Intelligence, Goal oriented, Inspirational, Ethical, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability and flexibility, Situational sensitivity, Innovation and entrepreneurship, Situational sensitivity, High Achiever through people.

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 in any application not being considered.



https://share.hsforms.com/1qTQH7XrSRxWADR-Oo_W9qA469tl

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 21 July 2026 at 16h00 no application received after the closing date will be considered.

