



14 July 2026

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 : Supply Chain Officer X2
Employment Status : Permanent
Department : Office of the CFO

Purpose of the Job: Ensure that quality goods/services are procured at the right quantities and at competitive prices as per specifications. Co-ordinate and undertake the effective functioning of the procurement processes based on required internal control measures.

Responsibilities (but not limited to the following):

- Receiving and assessing the requisitions with the purpose of determining the procurement strategy to be used.
- Issuing and placing request for quotations in the relevant media and JOSHCO website.
- Evaluating suppliers' offers in line with the Preferential Procurement Policy framework Act and the JOSHCO Supply Chain policies and procedures.
- Identifying and analyzing commodities with the objective of creating contracts.
- Expediting on outstanding orders.
- Compiling monthly reports for SCM Manager.
- Keeping all documents (Requisitions, quotations and orders) together for filing purposes.
- Placing adverts in appropriate media for the required time period.
- Preparing, issuing of RFQ and tender documents.
- Receive and register RFQ and tender documents.
- In conjunction with user department/SCM Manager, evaluate RFQs and recommended for appointment
- Provide guidance to the end users in terms of the RFQ and general procurement procedures.
- Compile and prepare SCM report after evaluation of bids and RFQ's.
- Administration and filing.
- Confirm compliance with procurement plans and budget prior to advert and issuance of POs.
- Adhering to MFMA supply chain management requirements.
- Verifying authorisation codes and signatures on requisitions.
- Conducting site inspections during project execution by contractors.

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

- A National Diploma in Finance/Procurement Management/Supply Chain Management/Public Administration – NQF 6
- Three (3) years' experience as an SCM practitioner or external audit focusing in supply chain management in public sector.

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

- **General Management Skills:** Communication, Advanced systems skills, Computer, Facilitation, Conflict Management, Relationship Management, Project Management, Ethical, General Management, Knowledge of policy and procedure development and implementation Data Analysis skills, Budgeting and Budget Management skills and Problem-solving skills.
- **Technical Knowledge and Skills:** General understanding of BBBEE Act requirements in line with Procurement compliance. Knowledge of Contract Management and Supply Chain Management environment. Knowledge of dealing with Treasury regulations and requirements. Awareness of latest/emerging Supply Chain Technology. Project Management Skills.
- **Attributes:** Emotional Intelligence, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability and flexibility, and Situational sensitivity.

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.hsforms.com/1SNaGcFoEQf-i3lgCY74lrw469tl>

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 application is 22 July 2026; any application received after the closing date will not be considered.