



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 Specialist
Employment Status : Permanent
Department : Office of the CFO

Purpose of the Job: The SCM Specialist will develop and maintain the supply chain management system and oversee the compliance and implementation of the supply chain policy and related prescripts which also include the demand, acquisition, logistics, disposal, performance, and risk management. The incumbent will also review the supply chain management policies and related SOPs and make recommendations to address any deficiencies.

Responsibilities (but not limited to the following):

- Implementing and reviewing SCM policy, processes and procedures and ensure alignment to CoJ/National Treasury prescripts.
- Guiding and advising JOSHCO employees on SCM matters to promote correct implementation and sound SCM practices.
- Training all JOSHCO staff on SCM policies and procedures and ensuring adherence to processes.
- Providing monthly SCM reports on procurement of goods and services.
- Coordinating and facilitating the monthly SCM reports on procurement of goods and services.
- Keeping record of statistics required for achievement of SCM goals.
- Providing monthly reports on all open purchase orders.
- Processing of requisitions for goods and services.
- Coordinating the placement of orders for goods and services.
- Monitoring the process of receiving and checking goods.
- Recording and safekeeping of purchase orders awaiting delivery.
- Receiving invoices and facilitating payments.
- Keeping an updated register of all purchase orders and reporting monthly.
- Keeping an updated register of all RFQs
- Placing purchase orders with the appointed service providers.
- Conducting quality check on all documents.
- Monitoring supplier performance in line with (Contract Management).

- Managing relationships with suppliers and partners in line with the core values and operational requirements of JOSHCO.
- Following up and clarifying any complaints and infractions and ensuring corrective action is taken towards non-compliant suppliers within the prescribed timelines and informing relevant stakeholders.
- Developing and ensuring 100% compliance and implementation of the SCM policy.
- Procuring goods and services from suppliers in line with JOSHCO and CoJ/National Treasury prescripts.

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

- A bachelor's degree (NQF 7) in Supply Chain Management or Logistics or Procurement or accounting
- Three (3) years' experience in SCM implementation or audit.
- Public sector procurement experience.

Advantageous

- Minimum of five (5) years relevant experience (implementor and/or external audit) in an SCM environment, of which three (3) years must be at middle management level in the Public Sector environment will be an added advantage.
- Post graduation in any of the above fields will be advantageous.
- And/or Affiliation with related professional bodies as above will be advantageous.

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:** Knowledge of Supply Chain Management in Government, Advanced Computer Literacy, Monitoring and reporting, Supervision.
- **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/1Vw0qTVc5TK2aLSXM_K6StA469tl

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.