

Permanent Positions

Division: Public Housing Stock Management

Department: Housing

Salary Range: R44 397.73 pm (basic salary excluding benefits)

Deputy Director: Stock Management

Appointment Requirements: • A degree in the Property Management/Arts/Commerce/Business Administration/Public Administration/Development Studies (NQF level 7) • Seven (7) – eight (8) years' experience in the Social Housing Sector or Municipal Rental Housing Sector or Private Rental Sector of which five (5) years' should be at senior Management level.

Primary Function: • In conjunction with Director Housing Stock Management, Manage a portfolio type of public rental stock. Develop and implement an Annual Repairs and Maintenance Plan, according to allocated budgets and qualification requirements.

Key Performance Areas: • Operate within the provision of the legislation and Council resolution and the incumbent may make recommendations to the council through the Director: Public Housing Stock Management.

Leading Competencies: • Confidentiality of staff personal information to be maintained at all times. Work under pressure. Work independently. Batho Pele Principles. HR and COJ values.

Core Competencies: • Professionalism. Ability to make sound judgement/decision pertaining to day to day responsibilities.

Contact Person: Tshifhiwa Ndou, **Tel No:** (011) 018 6858/6859, **Workplace:** 222 Smit Street, Braamfontein **Hand Deliver to:** 222 Smit Street, Braamfontein 16th Floor, HR Offices

Division: Public Housing Stock Management

Department: Housing

Salary Range: R19 632.61 pm (basic salary excluding benefits)

Administrative/Project Officer

Appointment Requirements: • Grade 12/NQF level 4 plus Certificate/Diploma in the Property Management/Arts/Commerce/Business administration/Public administration • Four (4) years' experience in Building Management or security services.

Primary Function: • Manage the Building including relationships of tenants, collection, lease of units, management of service provider repairs and maintenance as well as security services in the building.

Key Performance Areas: • Administer the vacancies levels in the building. Facilitate the Rental collection process. Ensure that repairs and maintenance are done efficiently and cost – effectively. Review performance of the relevant service providers.

Leading Competencies: • Understand Leasing Administration, Rental Administration, Credit Control, Debtor's Administration, Cleaning and Security Process and Procedures. Work independently. Work under pressure. Batho Pele Principles. HR and COJ values.

Core Competencies: • Project Management, Coordinating, Time Management and Computer Literacy (all Microsoft programs).

Contact Person: Tshifhiwa Ndou, **Tel No:** (011) 018 6858/6859, **Workplace:** Various Regions **Hand Deliver to:** 222 Smit Street, Braamfontein 16th Floor, HR Offices

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.

Closing date: 21 May 2019

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointments will be made in accordance with the CoJ's EE Policy. Application letter, together with a comprehensive CV must be forwarded to the contact details as mentioned above. If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.

