



Johannesburg Social Housing Company

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EXTERNAL ADVERT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop 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 register Social Housing Institution and is accredited by the Social Housing Regulator (SHRA). **JOSHCO invites suitably qualified and experienced persons to apply for the following vacant positions.**

- 1. Position : Billing Clerk x1**
Employment Status : Permanent
Monthly Salary : R19 632.61 (Excluding Benefits)
Department : Revenue

Purpose of the Job

To execute the monthly billing process in order to facilitate timely collection of rentals and to optimise rental income from tenants.

Responsibilities (but not limited to the following):

- ◆ Input miscellaneous rental data such as maintenance charges, security, water billing etc.
- ◆ Generate rental statements for all tenants;
- ◆ Liaise with COJ re deductions for rental and utility costs.
- ◆ Distribute statements to building supervisor and prepare for month end.
- ◆ Check exception report.
- ◆ Print final notices.
- ◆ Print arrear list re: age analysis and distribute to credit controllers.
- ◆ Administer and advise on clearance and refund of deposits and miscellaneous.
- ◆ Create accounts for sundry debtors.
- ◆ Address any queries received from tenants relating to statements.
- ◆ Escalate queries where necessary.
- ◆ Attend to customer queries within 24 hours of receiving the query or sooner.
- ◆ Provide feedback to customers is the problem needs to be escalated.
- ◆ Make amendments on statements that are incorrect.
- ◆ Record all payments received.
- ◆ Allocate payments to tenant's accounts.
- ◆ Reconcile tenant accounts.
- ◆ Receive journals from other sections to check correctness and validity.

Directors: Prof Bhekisipho Twala (Chairperson), Mr Anthony T. Ngcezula (CEO), Ms Lebohlang Ntaka (Acting CFO), Rev Molefi Olifant (NED), Dr Lesenyego Matlhape (NED), Mr Siphwe Mhlongo (NED), Ms Nontobeko Nyembe (NED), Mr Thabo Motloung (NED), Mr Moses Molefi (NED), and Mr Tumelo Mpho Mlangeni (NED)

- ◆ Prepare journals and credit notes for authorization by Debtors Controller.
- ◆ Capture journals on system.
- ◆ Clear suspense accounts.
- ◆ Update accounts as agreed between tenants and credit controllers.
- ◆ Perform any other functions as might be required.

Minimum job Requirements

Interested applicants must be in possession of:

- ◆ A valid Grade 12 certificate;
- ◆ Certificate /Diploma in accounting and / or Credit Management
- ◆ 2-3 years' experience in an accounting or billing environment
- ◆ Working knowledge of financial software
- ◆ The successful candidate must be able to work with a high degree of precision in order to achieve the required performance targets.
- ◆ Knowledge of the Municipal Systems Act, laws applicable to credit control and debt collection and legislation applicable to landlords and tenants will be an advantage.

2. Position	:	Supply Chain Officers X 2
Employment Status	:	Permanent
Monthly Salary	:	R24 297.53 (Excluding Benefits)
Department	:	Supply Chain Management

Purpose of the Job: To ensure that quality goods/services are procured at the right quantities and at competitive prices as per specifications. In addition, serve to co-ordinate and undertake the effective functioning of the supply chain processes based on required internal control measures

Responsibilities (but not limited to the following):

- ◆ Supply Chain Process Administration
- ◆ Administration of Quotations
- ◆ Tender Administration
- ◆ Supplier Management
- ◆ Provider Database
- ◆ Treasury and Legal Compliance
- ◆ Supplier Database Management

Minimum job Requirements Interested applicants must be in possession of:

- ◆ A Valid Matric Certificate
- ◆ A National Diploma in Finance/Procurement Management/ Supply Chain Management/ Public Administration or Equivalent
- ◆ 3 years' experience is a requirement in a similar position as well as strong experience in implementation of the PPPFA Act, MFMA Act as well as general understanding of BBBEE Act requirements in line with Procurement compliance.
- ◆ Management as well as understanding and interpretation of contracts, and drafting thereof.

Attributes/Skills - Ideal candidate is expected to display profound knowledge of contract management/ & Supply chain management environment, Knowledge of dealing with Treasury regulations and requirements and Knowledge and understanding of PFMA Act, PPPFA Act and B-BBEE Act.

Application Procedure:

Interested applicants are invited to apply by submitting their CV's together with certified copies of qualifications and ID to: **recruitment@joshco.co.za** quoting the position applying for. Failure to submit the required documents will result in your application not being considered. 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 only and applications who have not been contacted within 6 weeks should consider their applications as unsuccessful. JOSHCO reserves the right not to make an appointment. The Closing date for applications **11 February 2019**. For additional information regarding the advertised positions, applicants are encouraged to access our website at **www.joshco.co.za**.

