



Ekurhuleni Housing Company

Ekurhuleni Housing Company (SOC)

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Hanover Building, Cnr Hendrick Potgieter & 7th Ave, Edenvale

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**INTERNAL/EXTERNAL ADVERTISEMENT
HOUSING SUPERVISOR
PERMANENT
PATTERSON GRADE C- LEVEL**

To provide an effective and efficient driver/messenger service to all EHC Departments.

Minimum Requirement	Responsibilities
<ul style="list-style-type: none"> • N6 Qualification or related post matric qualification • 3 Year' experience in Property Management • A thorough understanding of the Health and Safety Act • Excellent communication skills • Proven excellent customer etiquette • The successful candidate will be required to be fully resident and situated at the nominated EHC Housing complex during the period of duty 	<ul style="list-style-type: none"> • Manage and report the condition of the building • Carries out preliminary inspection in the units • Review the performance of the relevant service provide • Review the social climate in the building • Address minor social issues in the building • Assist in rental collection process • Welcome and induct new tenants • Reinforce house rules with new tenants • Conducts surveys (Post occupancy/ market surveys) • To ensure that EHC's policies and procedures are consistently adhered to by all tenants and service providers • The incumbent reports to Technical Maintenance Technician

Interested persons who meet the above requirements must send their applications to the Ekurhuleni Housing Company, Cnr Hendrik Potgieter and 7th Avenue, Edenvale, or to recruitment@ehco.org.za, for attention: HR: Ms. Laiqah Bowers- Charles. The interviews will be conducted during April 2020. Consider your application as unsuccessful should you not hear from the company within 21 days of the closing date of 27th March 2020

Executive Directors: B. Molefe (CEO); Devi Pertab (CFO); **Non-Executive Directors:** B. Moholo (Chairperson); T. Vukea; Z. Nkamana; T. Limako; L. Netshitenzhe; T. Thopola; * K. Sebola (Company Secretary)

Reg. No. 2000/007936/07