



Ekurhuleni Housing Company

Ekurhuleni Housing Company (SOC)

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

W: [www.ehco.org.za](http://www.ehco.org.za)

<b>INTERNAL/EXTERNAL ADVERTISEMENT HOUSING SUPERVISOR x1 PERMANENT PATTERSON GRADE: C LEVEL SALARY R 380 000 - R 500 000 TCTC Per annum</b>	
To oversee the management of the building including management of vacancies, service providers and maintenance of the building	
Minimum Requirement	Responsibilities
<ul style="list-style-type: none"> <li>• N6 Qualification or related post matric qualification</li> <li>• 3 Years' experience in Property Management</li> <li>• A thorough understanding of the Health and Safety Act</li> <li>• Excellent communication skills</li> <li>• Excellent customer etiquette</li> <li>• The successful candidate will be required to be fully resident and situated at the nominated EHC complex during the period of duty</li> </ul>	<ul style="list-style-type: none"> <li>• Manage and report on the condition of the building</li> <li>• Carries out preliminary inspection in the units</li> <li>• Review the performance of the relevant services providers</li> <li>• Review the social climate in the building</li> <li>• Address minor social issues in the building</li> <li>• Manage the vacancy levels in the building</li> <li>• Assist in rental collection process</li> <li>• Welcome and induct new tenants</li> <li>• Assist with the Audit preparations documents</li> <li>• Discuss house rules with new tenants</li> <li>• Conduct surveys (post occupancy/ market surveys)</li> <li>• To ensure that EHC 's policies and procedures are consistently adhered to by all tenants and service providers</li> <li>• The successful applicant will be required to live in the housing complex</li> <li>• The incumbent reports to the Technical Maintenance Officer.</li> </ul>

**Executive Directors:** B. Molefe (CEO); Devi Pertab (CFO); **Non-Executive Directors:** N. Madiba (Chairperson)

F. Dikgale; L. Mosehla; T. Hangana.; D. Hlawula; \* Vacant (Company Secretary)

Reg. No. 2000/007937/07

Interested persons who meet the above requirements must send their applications to the Ekurhuleni Housing Company at [recruitment@ehco.org.za](mailto:recruitment@ehco.org.za), for attention: HR: Ms. Brenda Sekhute. The interviews will be conducted during July 2022. Consider your application as unsuccessful should you not hear from the company within 21 days of the closing date on 15 July 2022

