



INTERNAL/EXTERNAL ADVERTISEMENT HOUSING

SUPERVISOR x3 PERMANENT

SALARY R 420 000 - R 500 000 TCTC Per annum

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">• N6 Certificate or related post matric qualification in one of the following fields: property Management, housing Management; Real Estate; Public Administration; Facilities Management; Or another relevant built environment qualifications• Minimum 1 years' experience in facilities, property, or housing environment• Sound knowledge of the Occupational Health and safety Act.• Excellent communication skills• Experience in tenant relations or customer service• Experience in social housing or public sector advantageous• The successful candidate will be required to be fully residing and situated at the nominated EHC complex during the period of Employment	<ul style="list-style-type: none">• Manage and report on the condition of the building• Administrative & computer literacy• Facilities & maintenance coordination• Rental administration & leasing support• Health & safety compliance and incident reporting• Review of the performance of the relevant services providers• Customer service & professional communication• Address minor social issues in the complex• Discuss house rules with new tenants• Assist with conducting surveys• To ensure that EHC 's policies and procedures are consistently adhered to by all tenants and service providers

Kindly note by submitting your application for the vacancy, you acknowledge that Ekurhuleni Housing Company may process your personal information in terms of the Protection of Personal Information Act no 4 of 2013 ("POPIA").

EHC is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Demographic Targets to promote its representivity (race, gender, and disability).

Interested persons who meet the above requirements should send their applications to the Ekurhuleni Housing Company to: recruitment@ehco.org.za, for attention: HR: Ms. Ziphelele Buje.

The closing date is 10 July 2026m.

Correspondence will only be limited to shortlisted candidates, and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful.

EHC reserves the right not to make an appointment