



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
Braam Park
33 Hoofd Street
Braamfontein
2017

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2017

Tel +27(0) 10 219 9000
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www.jhbproperty.co.za

City of Joburg Property Company SOC Ltd

INTERNAL AND EXTERNAL ADVERT

JPC is an entity of the City of Johannesburg, responsible for the enhancement of the CoJ's property portfolio by leveraging the properties and its employees to maximise the social, economic, and technological advancements to achieve CoJ's strategic priorities and service delivery objectives. JPC manages a diverse portfolio consisting of various classes of assets, i.e., residential, office, commercial, social (sports facilities and stadiums), and service delivery (clinics, fire stations, community centres) assets.

The following position, which is a 5-year Fixed Term contract is available at JPC.

Vacancy	:	Chief Executive Officer
Reporting To	:	The JPC Board of Directors ("the Board") The City Manager
Reference number	:	CEO-02/2025
Remuneration	:	Minimum R2,2 million (Total Cost to Company)

Purpose:

As an Accounting Officer you will be responsible for the overall strategic leadership of the Johannesburg Property Company (JPC), to meet the mandate and business plan through the City's delegated Property Portfolio Agent. The objective is to facilitate the development and to manage council owned properties for the purpose of maximising both social and commercial opportunities for the council in the short and longer term.

This role requires an incumbent who is a thought leader, who will be able to optimise the JPC property portfolio and has experience in implementing strategic property projects, critical infrastructure and capital projects.

In executing such duties, the Chief Executive Officer is expected to;

- Provide leadership and strategic direction in property portfolio management, property development and provision of specialist property services that yields maximum returns.
- Transform the property management environment and set up all systems and processes for consolidation and effective management of City of Johannesburg property management and development portfolio Including optimisation of JPC assets
- Ensure optimisation and value realisation of JPC assets.
- To direct, lead and manage the company on its strategic growth path.
- To provide advice and professional support to the Board.
- To make a significant contribution to the creation of an effective organisation culture which recognises and values both individual and team contributions to organisational effectiveness.



Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Fulufhelo Ratshikhopha | Sandy Collophen | Mxolisi Zondo |
Ntombikayise Tini | Sivuyisiwe Gwebani | Thapelo Mashamaite |
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Acting Chief Executive Officer)
Imraan Bhamjee (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
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Qualifications and Experience:

- a) Minimum B-degree or equivalent qualification in Commerce or Built Environment or equivalent qualification – with 360 credits as recognised by SAQA (NQF Level 7).
- b) A Municipal Executive Financial Management certificate in terms of Government Notice R493, published in the Government Gazette No. 29967, dated 15 June 2007 on the minimum competency levels. A person who does not meet the minimum competency levels in the unit standards will be given an opportunity to obtain such qualification within 18 months from date of appointment.
- c) Masters in Business Administration (MBA) or Built Environment and Property related qualification will be an added advantage.
- d) Minimum of 10 years related experience, with at least 5 years at a senior management level.
- e) Extensive Property Management Industry experience of 5+years.
- f) Seasoned professional with sound knowledge of property management and development, with experience in commercialisation of property portfolio, maintenance and facilities management.
- g) In-depth knowledge and experience of Public Private Partnership (PPP).

Key Performance Areas:

1. Strategic Focus

- a) Provide overall strategic direction to JPC by developing and recommending appropriate strategies to the board for approval and manage the implementation of the recommended strategies.
- b) Sets corporate strategic direction (vision and strategy)
- c) Makes decisions on key strategic issues facing company (e.g., market entry, collaborations).
- d) Communicates and builds commitment to corporate strategic direction among internal constituents (management, associates, etc.)
- e) Periodically reviews the company's overall strategy to ensure the organization anticipates and responds to changing business conditions.
- f) Identify and decides on organizational growth path.
- g) Develop framework for the implementation of the 6 medium term strategic programmes

2. Organisational Performance

- a) Manage the development, compilation, implementation, review, assessment and update of the corporate strategy and business plan to ensure that strategic, operational and business planning and management is aligned to strategic objectives of the JPC.
- b) Managing the development, implementation, review and assessment of corporate scorecard and management team's scorecards.
- c) Managing the development, implementation, review and assessment of key business processes.



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- d) Overseeing the development, implementation, maintenance, review and updating of policies, procedures and plans.
- e) Translates corporate vision, strategy, and performance targets into business unit plans and performance targets.

3. Property Management

- a) Develop a detailed strategy on JPC's involvement in the full value chain of property development.
- b) Provide detailed plans on JPC's approach to increase specialised property development competencies.
- c) Develop fund raising strategy for property development for Board consideration.
- d) Outline the framework for the Property Investment Fund.
- e) Manage the Property Development of retail, commercial, industrial, and undeveloped land to increase value of the COJ's land portfolio and generate long term recurring income, for COJ by entering into long term development contracts on Council owned land by third party private sector developers.
- f) Manage the Property Management portfolio and Facilities Management of the COJ to the value of R8.6 billion, to create economic and social value from the property portfolio by effectively administering and leasing, acquitting, selling and ensuring maintenance of the properties.
- g) To provide an Asset management plan to ensure that COJ Property portfolio is optimally, efficiently utilized with the aim of deriving a sustainable life cycle and income stream to yield a return for the City of Johannesburg.
- h) Provide an asset management service in COJ Property portfolio and across all MOE's owned by the City of Johannesburg in line with the Growth Development Strategy (GDS) 2040.
- i) Ensure a robust JPC governance process for all property transactions.

4. Board and Stakeholder Relationships

- a) Develop, foster, manage and review key relationships with various stakeholders to ensure a fair representation of the JPC in various structures that JPC interacts and seats in so that its interests and views are represented, understood and reflected in the progression of development agenda of South Africa and other places that JPC operates or plans to operate in.
- b) Provide strategic and sound management advice to the Board and JPC so that the decisions taken by the Board and JPC are legally sound and compliant to the parameters of South African Laws.
- c) Represent the JPC and the Board of Directors in various forums and structures to share and communicate the vision, strategic agenda and mandate of the JPC, including the programmes and projects it is involved in or managing. Includes the following:
 - I. Managing relationships between the Secretariat and the Board to understand the Board's needs, requirements and expectations of the Secretariat.
 - II. Provide advice and guidance to the Board of Directors on corporate governance, as well as compliance to applicable legislation and regulations.



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5. Facilities Management

- a) Ensure an effective operational model for facilities will contribute to JPC's financial sustainability.
- a) Ensure valid contracts between MTC and DoT regarding the support provided at taxi ranks.
- b) Ensure that facilities are maintained in line with the required Hygiene and Safety standards and requirements.

6. Financial Sustainability

- a) Develop a financial business model to ensure long term sustainability as a business.
- b) Develop viable sources of revenue to correspond with JPC's service responsibilities.
- c) Develop a strategy for revised commission structure for dealing with all line departments and MoE's.
- d) Initiate and facilitate engagement with the CoJ regarding management fees on Assets under Management (AUMs)
- e) Develop a framework outlining JPC's revenue options with regard to;
 - i. Transaction fees
 - ii. Value add property development service
 - iii. Property and facilities management fees
 - iv. Development revenue
- f) Develop a plan/strategy for maintaining rental stock for Board approval.

7. Human Capital Management

- a) Ensures the right leadership team is in place, with complementary skills represented.
- b) Create an organisational environment that promotes positive staff morale and performance.
- c) Align organisational culture through defining values and principles.
- d) Performance management in line with public service commission guidelines
- e) Ensure effective human resources programs are developed and maintained to support JPC's strategic direction (includes recruiting, performance management, training succession planning, employee relations, and compensation).
- f) Ensure implementation of a robust Talent Management framework for JPC.

8. Organisational Reporting

- a) Lead the design, compilation, consolidation and submission for approval of integrated reports to ensure that the JPC activities are correctly captured and presented in the prescribed format.
- b) Develop, implement, manage and review the reporting processes in the JPC to ensure compliance to various reporting requirements and that management reports are compiled and submitted as per prescribed reporting requirements.



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9. People Management

- a) Ensure the development of a high-performing team through embedding formal Performance Development and informally coaching management team on how to conduct the process effectively.
- b) Determine and analyse training and development needs for managers and ensure they do the same for their teams.
- c) Determine and analyse training and development needs for managers and ensure they do the same for their teams. Ensure that identified training is budgeted for and executed.
- d) Establish and maintain a succession plan for the management team in the area using the formal Talent Management process for identified talent and an information process for remaining roles.
- e) Ensure that managers create effective workforce plans and recruitment demands plans for their areas.
- f) Address poor performance of any team member through the formal Performance Improvement process.
- g) Pursue own development to increase personal effectiveness, acknowledging strengths and areas of development.

10. Work Attributes, Knowledge and Skills:

- a) Problem Solving and Analyses
- b) Resources Planning
- c) Strategic Orientation
- d) General Management
- e) Facilities Management
- f) Economics
- g) Public Finance
- h) Administrative/Public Law
- i) Policy Development and Management
- j) Property Asset Management

11. Core Competencies:

- a) Knowledge of the local, provincial, and national political and legislative frameworks related to town planning and/or urban/spatial planning.
- b) Sound knowledge of the relevant legislation that governs employment practices.
- c) In-depth understanding of Government strategic thinking and policies and how they can practically be applied.
- d) Considerable knowledge of modern policies and practices of public personnel administration.
- e) Thorough knowledge of employee classification, compensation and benefits, recruitment, selection, and training.
- f) Principles of human resource administration.
- g) Policies, procedures, ordinances, and resolutions governing City personnel activities, conditions of employment, and employee benefits.



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- h) Knowledge of and analysis of the impact of labour market conditions and socio-economic issues.
- i) Understand and interpret policies and procedures and explain them to others.
- j) Ability to establish and maintain effective working relationships with employees, city officials, labour unions, and the public.
- k) Principles and practices of municipal budget preparation and administration.
- l) Principles and practices of project management.
- m) Ability to plan activities, goals, and objectives of staff members and the department and monitor compliance to same as dictated by Group Policy.

NOTE:

- JPC is an Employment Equity Employer; therefore, an appointment will be made in accordance with the company's Employment Equity Policy and Plan.
- Applicants must note that further verifications like qualifications and criminal checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks.
- JPC reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Correspondence will be with short-listed candidates only.
- Should you not hear from us within 6 weeks after the closing date, you may consider your application unsuccessful.

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/18zZ4I30YSDqgo67_oHXILgew554

APPLY ONLINE VIA: www.jhbproperty.co.za

CLOSING DATE: 09 MARCH 2025

ENQUIRIES ONLY:

Contact Person: Viola : violan@tianaconsulting.co.za

Refilwe: refiloem@tianaconsulting.co.za



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