



NORTH WEST HOUSING  
CORPORATION



**POST: ASSISTANT MANAGER:  
PROPERTY SALES AND CONVEYANCING  
CENTRE: HEAD OFFICE, MAHIKENG  
SALARY: R527 781 PA  
REF NO: NWHC 01/24**

**REQUIREMENTS:** • A National Senior Certificate/ Grade 12. A National Diploma in the relevant field. A minimum of 5 years relevant experience in Property Management. Two years supervisory experience is essential. A certificate in sectional titles and project management will be an added advantage.

**KEY RESPONSIBILITIES:** **Planning And Policy Development:** Provide input into the operational plan for Property Management. **Property Sales And Conveyancing:** Responsible for the review and approval of an annual sales plan. Send requests to conveyancers to draft Power of Attorney letters. Review drafted offer to purchase letters. **Consumer Education:** Manage the facilitation of consumer education programmes. Address escalated issues reported by customers during outdoor events. **Financial Management:** Provide input into the preparation of the divisional budget. Monitor divisional expenditure against budget allocations. **Reporting:** Take overall responsibility for reports generated in division. Provide inputs on post sale information and paid-up houses. **People Management:** Delegate work to, manage and review the work of direct staff. Manage discipline and absenteeism in accordance with organisational codes and procedures. **Stakeholder Management:** Build and maintain relationships with internal and external stakeholders in order to ensure information, advice or opinions on relevant matters is made available and/or communicated appropriately and timeously. **Competencies:** Knowledge of property sales and title deeds. Planning and coordination skills. Good communication and interpersonal skills.

*The North West Housing Corporation is an equal opportunity employer. Preference would be given to candidates from the designated groups in line with employment equity. NWHC reserves the right not to fill the advertised position should there be no suitable candidate identified. Candidates with foreign qualifications are responsible for the evaluation of their qualifications by SAQA. Please forward your application letter and a comprehensive CV, certified copies of qualifications and ID document quoting the relevant reference number to: [recruitment@nwbc.co.za](mailto:recruitment@nwbc.co.za) . Please note that correspondence will be limited to short-listed candidates only. Should you not hear from us within 2 months after the closing date, please consider your application to be unsuccessful. Applications received after the closing date will not be considered. Recommended candidates will be subjected to reference checks. **Closing date: 9<sup>th</sup> February at 16:30 pm** If there are any queries feel free to contact Ethan at: 018 – 381 5029.*