

**POST: General Manager: Property Management****CENTRE:** HEAD OFFICE MAHIKENG**SALARY:** R1 288 715 pa. (all-inclusive-remuneration package)**TYPE:** Contract (5 Years)**REF NO:** NWHC 11/24

**Requirements:** A Bachelor's degree in Property Management or the Built Environment field plus a Master's Degree in Management. At least 12 years of experience in property and built environment, with at least 9 years in a senior managerial role overseeing complex property portfolios. Registration with ECSA or any other Professional Institute in the Built Environment will be an added advantage. A Project Management certificate and a valid Code B driver's License is essential.

**Competencies:** Comprehensive understanding of housing policies, guidelines, best practices, procedures, and relevant legislation. Familiarity with national and provincial Human Settlements strategies, objectives, and operational activities. Expertise in property management, including legal and operational compliance, as well as processes involving the Deeds Office and the Rental Tribunal. Knowledge of the National Housing Code and guidelines of the National Home Builders Registration Council (NHBRC). Proficiency in procurement and tendering processes. Strong understanding of the Public Financial Management Act (PFMA) and its application in property management.

**Duties:** Provide input into the design of the annual departmental strategy in terms of property management content. Supervise and guide the Rental and Real Estate unit to ensure efficient Property Management operations. Oversee the administration, control and monitoring of real estate management, including financial accounting and performance tracking. Manage the acquisition, maintenance and utilisation of property, equipment, tooling and physical assets to support repair and maintenance deliverables. Ensure the effective operation of security and protection measures for rental and real estate properties. Provide strategic oversight for Property Sales and Conveyancing processes, including the preparation and review of Power of Attorney documents. Coordinate and supervise the planning and execution of outdoor events and consumer education programmes to enhance stakeholder engagement.

**Enquiry:** Mr. SE. Mogodiri (018-381 5029)

The North West Housing Corporation is an equal opportunity employer. Preference would be given to candidates from the designated groups in line with the 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. Candidates that **meet the outlined requirements** should forward your application letter and a comprehensive CV, certified copies of qualifications and ID document quoting the relevant reference number to:

**RecruitmentGMPM@nwhc.co.za** No hand or post applications will be accepted. Please note that correspondence will be limited to short-listed candidates. Applications received after the closing date will not be considered. **Closing date: 28 January 2025 at 16:30**