

## **DIVISIONAL MANAGER - PROPERTY MANAGEMENT: EL**

**SALARY PER MONTH: R106 114.00 TCTC**

**PROPERTIES DEPARTMENT**

**ITHALA TRADE CENTRE**

**REFERENCE NUMBER: LJ21060**

**Reporting to the Properties Executive, the Divisional Manager: Property Management will manage day-to-day operations of the property portfolio, in line with the Properties Division business strategy.**

### **The Divisional Manager - Property Management will:**

- Manage the implementation of the Division's strategic and operational plans, policies and procedures.
- Manage projects and developments.
- Manage stakeholders and customer expectations.
- Provide input and manage the Division's annual budget.
- Direct and control the Key Performance indicators and outcomes of personnel and processes within the department.
- Manage portfolio of properties.
- Manage leases.

### **The following minimum requirements should be met in order to be considered:**

#### **Qualifications:**

- Bachelor's Degree in Property Management or equivalent.

#### **Experience:**

- Minimum of 5 years' experience at Management level.
- 5 – 10 years working experience within property management/development.
- Experience in managing tenants.

#### **Requisite Functional Competencies:**

- Computer Literacy (MS office: Word, PowerPoint, Excel).
- Knowledge and experience in financial planning and forecasting.
- Knowledge and understanding of Public Financial Management Act.
- Knowledge of corporate governance principals.
- Knowledge of risk management concepts, frameworks and methodology.
- Knowledge of Built environment related legislation.
- Sound knowledge of Property management processes and trends.

**All short-listed applicants will be subjected to assessments, references and credit checks.**

**ITHALA EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT  
PREFERENCE WILL BE GIVEN TO PEOPLE WITH DISABILITIES, AFRICAN MALE, AFRICAN FEMALE OR  
COLOURED FEMALE**

**CLOSING DATE: 30 SEPTEMBER 2023**

**INTERESTED APPLICANTS MUST FORWARD A DETAILED CV; CERTIFIED COPIES OF QUALIFICATIONS AND ID DOCUMENT BY E-MAIL TO [HR\\_recruitment8@ithala.co.za](mailto:HR_recruitment8@ithala.co.za). KINDLY ALSO INCLUDE A MOTIVATION OF HOW YOU MEET EACH OF THE ENTRY REQUIREMENTS LISTED ABOVE AND QUOTE THE REFERENCE NUMBER FOR THE POSITION.**

#### **PLEASE NOTE:**

- LATE APPLICATIONS AND APPLICATIONS WITH NO REFERENCE NUMBER WILL NOT BE CONSIDERED.

- E-MAIL USERS ARE REQUESTED TO SET THE DELIVERY OPTION ON BOTH "RETURN RECEIPT" AND "CONFIRM DELIVERY".
- CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES.
- ALL SHORT-LISTED APPLICANTS WILL BE SUBJECTED TO ASSESSMENTS, REFERENCE AND CREDIT CHECKS.
- IF YOU HAVE NOT BEEN CONTACTED WITHIN 3 MONTHS OF CLOSING DATE OF THE ADVERTISEMENT, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.