
ADVERTISED DATE: 20 MAY 2024



VACANCY

EXECUTIVE MANAGER: PROPERTIES AND FACILITIES MANAGEMENT FIVE (5) YEAR CONTRACT: GRADE 22 – (Total Cost to Company)

The incumbent shall be responsible for the following:

The role entails overseeing and directing the management of the Corporation's property portfolio entailing residential, commercial, and industrial properties with a view to meeting the Corporation's commercial and development objectives. Functional area responsibilities include investment assets management, leasehold management, and facilities management. In relation to investment assets management, the incumbent is expected to institute systems to safeguard and optimise the utilisation of the portfolio; formulate and execute a property management, disposal and development strategy that is commercially sound and development oriented; and to pursue private sector joint venture partnerships to advance property development, revenue generation, and job creation. In relation to leasehold management, the incumbent is expected to drive the maintenance of a culture of professional service, high collections rates and minimal impairments, high occupancy rates, and low utility service costs. With regard to facilities management, the incumbent is expected to pioneer a systematic facilities maintenance culture relating to both scheduled and ad hoc maintenance; spearhead maintenance related financial resources acquisition and budgeting; ensure effective and efficient procurement arrangements for maintenance work; and oversee the management of facilities related aspects such as security services, supplementary energy machinery and equipment, efficient energy use, etc. The executive shall also be responsible for providing overall strategic leadership and management of resources within the unit.

MINIMUM REQUIREMENTS

- A bachelor's degree in commerce, build environment, property management or relevant field and a relevant post graduate degree at master's level or professional accreditations such as Pr. Eng, CA (SA) or equivalent.
- A minimum of 10 years working experience in an environment that provides adequate exposure to property management, leasehold, or facilities management with at least five (5) years at senior management level.
- A deep understanding of property management dynamics, project management, structured finance and property development experience would be an added advantage.

This is a five-year contract position, and the successful candidate will be subjected to signing of a performance contract and verification of qualification. If you have not been contacted within eight (8) weeks after the closing date of the advertisement, please regard your application as unsuccessful.

In making these appointments, the ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies, and plans.

Please send your detailed CV and certified copies of qualifications to
The Human Capital Department
Tel: (043) 704 5783
Email: humanresources@ecdc.co.za
Closing date: 31 May 2024