
DATE ADVERTISED: 16 SEPTEMBER 2024



VACANCY

SUPERVISOR LEASEHOLD MANAGEMENT: MTHATHA

PERMANENT CONTRACT

GRADE 14 : R643 000 – R931 000 (TOTAL COST TO COMPANY)

The incumbent will be responsible for supervising the operational leasehold management functions of the region. The role will entail verification of prospective tenants, facilitating the approval of tenant applications and finalisation of contracts; supervising the lease renewal process to ensure timely renewals; supervising rental collection, property administration and lease administration; and resolution of leasehold queries and problems. The role also entails ensuring timely property and lease administration, monitoring and reporting, customer relationship management, rental and debt collections, including effective record keeping. Convene weekly meetings to ensure that rental and debt collection processes are being implemented according to policy and documentation is updated and filed. Supervise rental collection, property administration and lease administration to ensure that it is in line with policy requirements. Reconcile monthly rent roll to ensure accuracy and correct billing of tenants. Recommend acknowledge of debt for approval and monitor the honouring of payment commitments. Supervise the lease renewal process to ensure timely renewals prior to expiry date. Market and manage rental units to minimise vacancies and evaluate applications using credit ratings and tenant affordability analysis. Build sustainable relationships with key tenants to ensure continued increased tenancy of the ECDC properties. Manage preparation and support of all internal and external audits. Ensure monthly, quarterly, and annual reports are prepared accurately, maintained, and submitted timeously to all stakeholders.

MINIMUM REQUIREMENTS

- National Diploma (NQF level 6) in Property Management, Business Administration or a commerce related qualification with property management experience with certification accredited by SAPOA (South African Property Owners Association) will be an added advantage. A valid Driver's License.
- A minimum of 5 years working experience of which 3 years must be in the property and tenant management space.

This is a permanent contract position, and the successful candidate will be subjected to signing of a performance contract and verification of qualifications. If you have not been contacted within 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 Resources Department
Tel: (043) 704 5620

Email: humanresources@ecdc.co.za
Closing date: 30 September 2024