

**JOB TITLE:** PRINCIPAL PROPERTY MANAGEMENT OFFICER  
**VACANCIES:** 01  
**SALARY SCALE:** RG 3

**REPORTS TO:** CHIEF CIVIL ENGINEER

**JOB PURPOSE:** To participate in leading UPC'S development of a Commercially sustainable Property Business, encompassing Land and built properties.

**PRINCIPAL ACCOUNTABILITIES**

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
1.	Input into Strategic Planning and vision	<ul style="list-style-type: none"> <li>• Understands focus and direction of URC and integrates the Department fully</li> <li>• Understands and shares URC's Vision, Mission &amp; Values with Management Team and ensures understanding by subordinates and external stakeholders</li> <li>• Develops the work processes in support of the vision and enrolls the business towards the URC's vision</li> <li>• Participates in the business planning, budgeting and review process of the Corporation.</li> <li>• Understands the Shareholders financial interests in URC and ensures they are supported.</li> </ul>
2.	Property Management Development	<ul style="list-style-type: none"> <li>• Develops and manages Land and pre-existing built properties and ensures adequate return on investment for the Corporation.</li> <li>• Ensures profitable leasing of the Corporation's rentable land and buildings.</li> <li>• Continuously monitors property rental values locally and internationally and ensure that the Corporation obtains comparable returns.</li> <li>• To contribute towards efficient management of Property Portfolio of the Corporation including:               <ul style="list-style-type: none"> <li>○ Maximising revenues, minimising costs and actively seeking new opportunities for raising additional revenues from the Property Portfolio.</li> </ul> </li> <li>• Develops relationships with users in order to appreciate customer requirements for facilities and service improvements.</li> <li>• Monitors and analyses user complaints and initiates corrective measures to deal with them through stakeholders' meetings</li> </ul>

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
		<ul style="list-style-type: none"> <li>• To effectively manage all risks arising from the Corporation's existing Property Portfolio by providing timely advice and taking action where appropriate.</li> <li>• To participate in supervising the Corporation's statutory responsibilities relating to property.</li> <li>• To contribute towards proper and efficient management of issues and contracts relating to property and historic liabilities, including valuations, covenants, external consultants, litigation etc.</li> </ul>
3	Supports Customer Surveys Regularly	<ul style="list-style-type: none"> <li>• Supports customer survey and timely implements the recommendations to ensure efficiency in delivery of services to customers</li> </ul>
4.	Financial Management	<ul style="list-style-type: none"> <li>• Monitors actual costs against expenditure on an ongoing basis and ensures strict adherence to the approved budgetary limits.</li> <li>• Ensures budgetary controls so that the planned costs are not exceeded and the department adheres to value-for-money principles.</li> <li>• Manages the assets assigned to the department so that they are in a good state of maintenance and repair for revenue maximization</li> </ul>
5	Human Resources Management	<ul style="list-style-type: none"> <li>• Attracts, retains, develops, mentors and motivates high caliber staff in the department</li> <li>• Implements Performance Management and ensures high productivity through effective use of Performance Management tools.</li> </ul>

### **QUALIFICATIONS/REQUIREMENTS:**

1. A honours bachelors' degree in marketing or Commerce or Economics or Business Administration or Property Development and Management from recognized University
2. A Master's Degree or Post graduate diploma in Marketing, Commerce, Economics, or Business Administration or Property Development and Management / Building Economics from an approved, recognized and reputable university is an added advantage.
3. At least 8 years in a vibrant Marketing and Commercial OR Property Management department of a large enterprise, 5 of which should be at Senior Officer level.
4. Must possess outstanding negotiating skills

5. Membership to the chartered Institute of Quantity/ Building Surveyors would be an added advantage
6. Must have good interpersonal and communication skills
7. Must have working knowledge of MS Word, MS Excel, Internet and MS power point.
8. Must have thorough knowledge of the industry
9. Membership to the chartered Institute of Marketing would be an added advantage
10. Knowledge in property management and contract negotiation
11. Must be a seasoned People Manager with demonstrable prior experience and success in overseeing Staff productivity and Performance Management.