



JOB DESCRIPTION

Job Title : Senior Property Management Officer
Reports To : Principal Property Management Officer
Salary Grade : RG4
No. of Vacancies : One (01)

JOB PURPOSE: To participate in leading URC'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">• Understands and shares URC's Vision, Mission & Values with Management Team and ensures understanding by subordinates• Participates in the business planning, budgeting and review process of the Corporation.
2.	Property Management and Development	<ul style="list-style-type: none">• Develops and manages Land and pre-existing built properties and ensures adequate return on investment for the Corporation.• Ensures profitable leasing of the Corporation's rentable land and buildings.• To contribute towards efficient management of Property Portfolio of the Corporation including:<ul style="list-style-type: none">○ Maximising revenues, minimising costs and actively seeking new opportunities for raising additional revenues from the Property Portfolio.• Develops relationships with users in order to appreciate customer requirements for facilities and service improvements.• Monitors and analyses user complaints and initiates corrective measures to deal with them through stakeholders' meetings.• To participate in supervising the Corporation's statutory responsibilities relating to property.

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
		<ul style="list-style-type: none"> To contribute towards proper and efficient management of issues and contracts relating to property and historic liabilities, including valuations, covenants, external consultants, litigation etc.
3	Provides support during disposal of non-core durable assets such as motor vehicles	<ul style="list-style-type: none"> Providing the liaison and support required by the Privatization Unit (Ministry of Finance, Planning and Economic Development) during the disposal of the Corporation's non-core assets.
4	Supports Customer Surveys Regularly	<ul style="list-style-type: none"> Supports customer survey and timely implements the recommendations to ensure efficiency in delivery of services to customers
5	Financial Management	<ul style="list-style-type: none"> Monitors actual costs against expenditure on an ongoing basis and ensures strict adherence to the approved budgetary limits. Ensures budgetary controls so that the planned costs are not exceeded and the department adheres to value-for-money principles.
6	Human Resources Management	<ul style="list-style-type: none"> Attracts, retains, develops, mentors and motivates high caliber staff in the department Supports Performance Management and ensures high productivity through effective use of Performance Management tools.

QUALIFICATIONS/REQUIREMENTS:

1. A honours Bachelor's Degree in Land Economist or Real Estate or Property Development and Management / Building Economics from recognized university.
2. At least 6 years in a vibrant Marketing and Commercial Real Estate OR Property Management department of a large enterprise, 3 of which should be at Officer level.
3. Must possess outstanding negotiating skills
4. Membership to the chartered Institute of Quantity/ Building Surveyors would be an added advantage
5. Must have good interpersonal and communication skills
6. Must have working knowledge of MS Word, MS Excel, Internet and MS power point.
7. Must have thorough knowledge of the industry
8. Membership to the chartered Institute of Marketing would be an added advantage
9. Knowledge in property management and contract negotiation

10. Must be a seasoned People Manager with demonstrable prior experience and success in overseeing Staff productivity and Performance Management.
11. Should be below 45 years of Age.

The closing date of receiving applications is Friday 31st October, 2025 at 3:00 pm.