

Job Specification

Job Title	Property Administration Officer
Category	Permanent Position
Division	Property
Reporting To	Property Administration Manager
Job Level	Paterson C2
Job Purpose Statement	Provide efficient administration and operational support for all DTPC owned buildings, properties and land holdings. Provide a high standard of services to DTPC user departments, tenants and stakeholders by building and maintaining good relationships.
Key Performance Areas	<p>Financial Administration</p> <ul style="list-style-type: none"> ● Assist Property Managers with the compilation of monthly Municipal Rates and Levies schedules ● Review municipal and contract invoices and processes on e-Workflow ● Assist with analysis and processing of municipal rates invoices ● Assist with the preparation of Cost of Sales and recovery schedules from 3rd party developers and/or tenants <p>General Administration</p> <ul style="list-style-type: none"> ● Record and file new applications ● Review applications and ensure that the application packs are complete and contain all required information ● Liaise with prospective tenants to obtain outstanding documents ● Submit completed application packs to Property Administration for vetting and drafting of lease ● Monitor and update Applications database ● Schedule Meetings (incl. venue, transport) ● Assist with meeting preparations and co-ordination (agendas; minutes; NDAs; DOIs) ● Assist with follow up enquiries with prospective tenants ● Assist Property Managers with the implementation & monitoring of Tenant's compliance with all Management and Precinct Rules ● Ensure information/reports required by DTPC from Tenants are obtained & submitted timeously ● Liaise with the relevant DTPC departments with regard to all communications to Tenants ● Assist with contract administration related tasks <p>Stakeholder Liaison</p> <ul style="list-style-type: none"> ● Assist with site audits, inspections and asset verifications ● Facilitate and attend inspections of premises, properties and land holdings ● Take prospective investors & Tenants to view vacant premises and properties ● Conduct tenant visits in order to build & maintain good relationships

	<ul style="list-style-type: none"> ● Ensure regular communication and feedback to tenants and prospective investors on administration and general matters ● Assist with general communication to tenants and investors ● Attend to queries relating to Property Commercial matters ● Assist in coordinating and liaising with DTPC Security and Tenants on risks and incidents identified on land holdings and DTPC properties and buildings
	<p>Research, Record Keeping and Reports</p> <ul style="list-style-type: none"> ● Ensure proper document management and record keeping of documents and reports ● Assist with the update of the Land Holdings Schedule ● Assist with data collection and research in the compilation of relevant land holdings policies and procedures ● Manage records of all DTPC land holdings portfolio ● Assist with the monthly update and tracking of the Municipal Rates Master schedule ● Prepare reports after site audits and inspections ● Assist with Procurement processes by compiling Terms of Reference, CFPs and ATPs, when required ● Assist Property Managers with general property administration tasks including taking of minutes in property meetings
<p>Qualifications, Knowledge, Skills and Behavioural Competencies Required</p>	<ul style="list-style-type: none"> ● Matric ● Diploma in Property Management, Property Studies or equivalent ● Minimum of 3 years' experience in working within a Commercial Property department / environment ● Knowledge in Property Regulatory matters ● Knowledge of Property laws and policies ● Basic understanding of PFMA policies and procedures ● Advanced report writing skills ● Research skills ● Experience in taking minutes ● Experience in drafting letters, memos and formal communication to Tenants ● Proficiency in MS Office (Word, Excel, Powerpoint) ● Attention to detail ● Professional work ethic ● Strong customer relations orientation ● Innovative in finding solutions to tenant's needs ● Ability to build effective relationships at all levels and with tenants ● Strong interpersonal and communication skills and the ability to work effectively with a wide range of diverse tenants and clients ● Work independently and take initiative and be proactive when necessary ● Teamwork ● Planning and organizing skills
<p>Closing Date</p>	<p>26 November 2021</p>

**Employment
Equity**

Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

**Recruitment
and Selection
Process**

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1st Round Panel Interview;
- Psychometric Assessment/s;
- Verification Checks; and
- 2nd Round Panel Interview, if required.

**Verification
Checks**

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust), if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen;
- Valid drivers license; and
- Positive verification of current remuneration package.

**Remuneration
and Benefits**

R329,200 – R460,900 Total Cost to Company.

R582.07 Medical Aid Allowance per month.

Company Contribution to Provident Fund and Approved Group Risk Benefit.

20 Working days leave per annum.

Non-guaranteed performance bonus.

**Application
Forwarding
Details**

Applications, including a detailed CV, must be forwarded to HR@dubetradeport.co.za.

Please ensure that the vacancy being applied for is clearly indicated on your application.

Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.