

CAREER OPPORTUNITY

Applications are invited from suitably qualified officers in their Ministries/Departments/Agencies to fill the following posts in the **National Insurance Investment Secretariat (NIF) Department** of the Ministry of Labour and Social Security, **Salary \$2,551,250 - \$3,032,634 per annum and any allowances**

PROPERTY MANAGER (GMG/SEG 3)

JOB PURPOSE

Plan, organize and manage activities relating to the proper upkeep and maintenance of NIF's properties in the residential, resort, commercial and parish Offices.

KEY OUTPUT

- Security for the occupied property in place
- Property inspection reports produced
- Annual schedule of visit prepared
- Properties maintained
- Periodic appraisal of the performance of properties conducted
- Bills of quantity for minor works prepared
- Work orders/ bills of quantities prepared
- Vacant and unoccupied space secured and maintained
- Work undertaken by contractor inspected and approved

KEY RESPONSIBILITIES

- Conducts comprehensive annual inspection of each property assigned and submits a detailed property inspection report and property improvement plan if required;
- Prepares security standing orders and institutes security and life safety measures necessary for the protection of the property;
- Develops annual schedule of visits to properties;
- Conducts periodic visits to properties to check condition of buildings and infrastructure and ensures that occupants are compliant with terms and conditions of rent/lease contract,
- Reports breach and initiates/recommends corrective action;
- Prepares and maintains an inventory of all equipment, machinery and furniture for all assigned properties;
- Develops and implements system for the storage and retrieval of building plans and architectural drawings;
- Prepares a list of repair needs co-ordinates repairs as required;
- Conducts checks to verify that repair work carried out is completed to specification and meets established quality standards;

- Analyzes quotations and prepares submissions for approval of repairs, refurbishing and upgrading of assigned properties;
- Verifies and certifies for payment maintenance and service invoices;
- Makes arrangement for the security of unoccupied properties; conducts periodic visits to check on condition of premises and reports cases of theft , suspected arson, malicious or other damage and illegal possession of premises;
- Participates in internal valuation of properties within portfolio;
- Participates in the preparation of the Real Estate Branch operational plan and the annual capital and operating budget for the properties;
- Ensures that tenants complaints are dealt with satisfactorily;
- Assists in the development of a disaster preparedness plan for each property;
- Conducts periodic analysis of properties within portfolio to ensure that insurance and any other requirements are up to dates;
- Follows up to ensure timely payments; conducts assessment of high risk properties and makes recommendations for appropriate action to protect the interest of the Fund and minimise risk;
- Advertises and shows vacant properties for sale to prospective purchasers and real estate dealers;
- Assists in the preparation of rental invoices and monitoring of rental payments;
- Attends Court, as required, in respect of cases within portfolio;
- Collaborates with lawyers on matters related to the portfolio as required;.
- Participates in annual review of rental/lease rates;
- Prepares Bill of Quantities for minor works to be done to assigned properties;
- Inspects properties to assess feasibility for acquisition and prepares preliminary report.

PERFORMANCE STANDARDS

- Adequate security measures in place
- Property inspection reports produced within agreed time frame
- Annual visits completed as scheduled
- Properties maintained to agreed standard
- Appraisal of the performance of properties conducted in keeping with operating guidelines
- Bill of quantities calculations consistently accurate
- Work orders/ bills of quantities prepared in keeping with policy guidelines

AUTHORITY TO:

- Recommend vendors and service providers
- Recommend payment of invoice
- Recommend maintenance measures for the properties

REQUIRED COMPETENCIES

A) Specific Knowledge

- Knowledge of laws and regulations relating to real estate
- Sound knowledge of property management maintenance and administration
- Working knowledge of minimum building standards
- Working knowledge of the law of contract
- Working knowledge and experience in building construction

B) Required skills and specialized techniques

- Good communication skills
- Proficiency in relevant computer applications
- Good negotiating skills
- Good planning and organizing skills
- Good oral and written communication skills

C) Qualification and experience

- BSc in Estate Management or Land Economy or equivalent professional qualifications

Plus

- Three (3) years' experience in real estate / property management
- Certificate in Land Valuation

WORKING CONDITIONS

- Work beyond regular working hour and on weekends
- Travelling for extended hours
- Exposure to hazardous conditions

Applications accompanied by resumes should be submitted no later than **Friday, September 23, 2022** to:

Senior Director Human Resource Management and Development
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4
Email: **resume@mlss.gov.jm**

Please note that only shortlisted persons will be contacted.