



City of Joburg Property Company SOC Ltd.

1st Floor  
Forum 2  
Braam Park  
33 Hoofd Street  
Braamfontein  
2017

PO Box 31565  
Braamfontein  
2017

Tel +27(0) 10 219 9000  
Fax +27(0) 10 219 9400

[www.jhbproperty.co.za](http://www.jhbproperty.co.za)

## City of Joburg Property Company SOC Ltd

### INTERNAL/EXTERNAL ADVERT

Vacancy : General Manager: Property Management Category A & B  
Business Unit : Property Management  
Reporting To : Executive Manager: Property Portfolio Management

**Ref: GM: PM A&B: 11/2019-09**

#### Permanent Position

**Applicable annual total cost to company is R1 607 868 - R1 988 760 (An all-inclusive remuneration package)**

#### Purpose of the position

Provide innovative direction in optimising the JPC/COJ (City of Johannesburg) Property Portfolio through the sweating of property assets to become a high yielding and revenue generating income in line with highest and best use.

#### Key Performance Areas

1. Property Management Strategy Implementation
2. Property Asset Sweating
3. Revenue Generation and Maximisation
4. Tenant Management
5. SLA Management
6. Property Management Services
7. Transformation
8. Quality Management

Non-Executive Directors: Moeketsi Rabodila (Chairperson), Prof Hamanth Kasan, Motshubi Letsapa, Maggie Mojapelo, Obakeng Mongale, Kululwa Muthwa, Yongama Pamla, Lonwabo Qina

Executive Directors: Helen Botes (Chief Executive Officer)  
Imraan Bhamjee (Chief Financial Officer)  
Acting Company Secretary: Makwena Pertunia Mohlabi  
City of Joburg Property Company SOC Ltd.  
Registration Number: 2000/017147/07





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9. People Management
10. Financial Management

### Qualifications and Experience

- A Bachelor's Degree/B Tech (NQF level 7) equivalent in
  - Property Management or
  - Property Real Estate or
  - Built Environment or
  - Business Management
- 8 -10 years' experience in Property Management and leasing at senior management

### Added Advantage

- Postgraduate degree in Real Estate or Property Management

### Knowledge and attributes

- Flexibility
- Commercial Awareness
- Action Orientation
- Strategic and Leadership
- Accountability
- Judgement and Impact
- Planning & Organising
- Quality Organisation
- Persuasiveness



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**Note:**

- JPC is an Employment Equity Employer; therefore, appointment will be made in accordance to the company's employment Equity Policy and Plan.
- Submit a detailed, relevant CV including copies of qualifications via e-mail to **JOBS@jhbproperty.co.za**, quoting the relevant reference and job title. Should you have any queries kindly contact the Human Capital Department Nomthandazo Dlanga on 010 219 9083
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks.
- JPC reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Should you not hear from us within 6 weeks after the closing date, you may consider your application as an unsuccessful.

**Closing Date: 25 November 2019**

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