



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

City of Joburg Property Company SOC Ltd

INTERNAL/EXTERNAL ADVERT

Vacancy : Senior Manager: Leasing and Building Management
Business Unit : Corporate Buildings and Real Estate
Reporting To : General Manager: Corporate Buildings and Real Estate

Ref: SM:LBM 1/2019-02

Permanent Position

Applicable annual total cost to company is R 1 439 531 – R 1 760 674 (An all-inclusive remuneration package)

Purpose of the position

To direct and manage a comprehensive space planning, maintenance , optimal leasing of all Corporate Buildings and other City facilities in line with International standards and norms in order to ensure a safe, friendly, cost effective working environment for all occupants and to extend the life expectancy of Corporate Buildings and other facilities.

Key Performance Areas

1. Corporate and Real Estate Strategy Implementation Tenant Management
2. Direct operations in compliance to Legislative Requirements
3. Maintenance of Corporate Buildings and all other City Facilities
4. Project Programs and Management
5. Leasing and Contract 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



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

6. Manage the Space Planning portfolio effectively within Corporate Buildings and other City owned buildings.
7. Financial and budget management
 - Formulation, management and monitoring of the capital budget for the unit
 - Ensure efficient and effective expenditure and retain accountability for resource(s) procured with the capital budget;
8. People Management
 - Management of directly reporting job holders, including providing leadership for the section, coaching, training and skills transfer to job holders and intervention in projects managed by job holders in order to solve problems and address issues

Qualifications and Experience

- A Bachelor's Degree/B Tech (NQF level 7) equivalent in
 - Business Management or
 - Business Operations or
 - Space planning and Management or
 - Building Management Science
- 6 - 8 years of experience in the direct management of Building or Facilities Management with responsibility for co-ordination, and project scheduling.

Added Advantage

- Postgraduate degree qualification and or advanced qualification in Project and Programme Management.
- Professional registration in the Build environment



Non-Executive Directors: Moeketsi Rabodila (Chairperson), Prof Hamanth Kasan, Motshubi Letsapa, Maggie Mojabelo, 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



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

Knowledge and Skills

- Experience in People Management skills
- Track record in service delivery projects of large scale and complex property development projects
- Good understanding of land and property related legislation, land economics and urban design
- Extensive knowledge of property developments conceptualisation and packaging
- Management of capital operating budgets

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: 22 November 2019



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