City of Joburg Property Company SOC Ltd.

3rd Floor
Forum 1
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

MANAGER PROPERTY : LEASING AND SALES X2
Permanent Position
THE POSITION IS OPEN TO INTERNAL AND EXTERNAL INCUMBENTS

Department:	Leasing Department
Designation:	Manager Property Leasing and Sales
Reporting to:	Senior Manager: Leasing
Reference Number:	MNG – LEASING 11/2026
Remuneration	**R94 459 .00 (Basic salary excluding benefits per month)**
Local:	Braam Park, 33 Hoofd Street, Braamfontein

Minimum Requirements:

- Matric certificate plus Diploma (NQF level 6) or Bachelor's Degree (NQF Level 7) in Property Management Studies/ Facilities Management/Real Estate / Property Development/ or Property related qualification in a Built Environment.
- At least 3-5 years' relevant experience in property leasing, property management, commercial real estate, or asset management.
- At least 3 years in a Supervisory or Management role.
  Registered with Property Professional body South African Institute of Black Property Practitioners (SAIBPP) or South African Property Owners Association (SAPOA) or other related bodies will be an added advantage.
- Experience managing leasing of mixed-use, retail, office, industrial, and community property portfolios.
- Experience managing tenant relationships and lease administration.

Primary function:

To implement property leasing strategies and optimize the utilization and financial performance of the municipal entity's Property Portfolio through effective lease negotiations, contract management, stakeholder engagement, revenue enhancement, compliance management, and leadership of the leasing function, to maximize commercial returns while supporting JPC's and ensuring alignment with municipal governance frameworks and policies.

Key Performance Areas:

1. Property Leasing Strategy and Portfolio Management

- Develop and implement leasing strategies to maximise occupancy and revenue generation from the municipal property portfolio.
- Identify underutilised assets and recommend commercialisation opportunities.
- Conduct market analyses to ensure competitive and market-related rental rates.
- Develop annual leasing plans and portfolio optimisation strategies.
- Monitor lease expiry dates and implement renewal and retention strategies.

Non-Executive Directors: Simon Motha (Chairperson)
Bettycourt Teffo | Fulufhelo Ratshikhopha | Sandy Collopen | Mxolisi Zondo |
Ntombikayise Tini | Thapelo Mashamaite |
Tshepang Thatelo | Yolisa Ngxabazi | Moeketsi Rabodila |

Executive Directors: Musah Makhunga (Chief Executive Officer)
Mfanafuthi Zondo (Acting Chief Financial Officer)

Company Secretary: Gontse Dlamini
City of Joburg Property Company SOC Ltd.
Registration Number: 2000/017147/07

2. Lease Administration and Contract Management

- Oversee the negotiation, drafting, renewal, amendment, and termination of lease agreements.
- Ensure all lease agreements comply with applicable legislation, municipal policies, and governance requirements.
- Monitor tenant compliance with lease obligations and service level commitments.
- Maintain an accurate lease management database and document management system.
- Manage disputes and contractual issues relating to leased properties.

3. Revenue and Financial Management

- Develop and manage the leasing unit's budget.
- Monitor rental income, arrears, escalations, recoveries, and revenue forecasts.
- Implement initiatives to increase rental income and reduce vacancies.
- Ensure accurate billing and revenue collection processes in collaboration with finance and supply chain management departments.
- Prepare monthly, quarterly and annual financial reports on leasing performance, revenue trends, and portfolio profitability.
- Contribute to the organisation's budgeting and planning processes.

4. Tenant and Stakeholder Management

- Build and maintain productive relationships with tenants, business partners, investors, and community stakeholders.
- Address tenant complaints and service-related issues effectively.
- Facilitate stakeholder consultations regarding leasing projects and opportunities in regions.
- Represent the municipal entity in engagements with internal and external stakeholders in regions.
- Engage municipalities, government departments, public entities and private sector stakeholders.
- Address tenant concerns and resolve disputes promptly.
- Facilitate stakeholder consultations regarding leasing opportunities in regions.
- Promote customer service standards and tenant satisfaction.
- Represent the municipal entity in stakeholder meetings and forums.

5. Governance , Compliance and Risk Management

- Ensure compliance with the Municipal Finance Management Act (MFMA), Municipal Systems Act, SCM regulations, municipal policies, and relevant property legislation.
- Manage risks associated with leasing transactions and property occupation.
- Develop and review leasing policies, procedures and frameworks.
- Ensure compliance with internal controls and delegated authority frameworks.
- Identify and mitigate legal, operational, financial, and reputational risks associated with leasing activities.
- Support internal and external audit processes and implement corrective actions.
- Ensure sound record management and regulatory reporting.
- Develop and implement leasing-related policies and procedures.

a world class African city

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6. People Management

- Lead, manage, and develop the Property Leasing team.
- Implement performance management and staff development initiatives.
- Promote a culture of accountability, customer service, and continuous improvement.
- Set performance objectives and conduct performance reviews.
- Facilitate coaching, mentoring and skills development.
- Manage employee wellbeing and productivity.
- Promote sound labour relations practices.

7. Knowledge and Skills

- Municipal Finance Management Act (MFMA), Municipal Systems Act, SCM regulations, municipal policies, and relevant property legislation.
- Understanding of property leasing transaction processes
- Sound knowledge of Lease negotiations, lease administration and tenant management.
- Excellent communication and Report writing skills.
- Application of Property development processes and feasibility assessments.
- Municipal Immovable Asset Management practices.
- Ability to engage stakeholders on leasing governance and processes.
- Negotiations and influence
- Ability to work under pressure.
- Ability to prioritise and deadline driven.
- Attention to detail.
- Computer literacy (Ms Office).

Important to Note:

JPC is an Employment Equity Employer; therefore, an appointment will be made in accordance with the company's employment Equity Policy and Plan. The City of Joburg Property Company applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities''.

Applicants are informed that, if no notification of appointment / response is received within six (6) weeks of the closing date, they must accept that this application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted.

- Credit record
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.

JOBURG PROPERTY COMPANY

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JPC reserves the right not to fill the position or to re-advertise. 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.

APPLY ONLINE: www.jhbproperty.co.za. Please take note that only online applications will be considered. Please apply by using the following link: https://share.hsforms.com/1GUJExmUwRW-C1-DZNChbFg469tl

ENQUIRIES ONLY:
Contact Person: Amukelani Maluleke or Lindeni Shoba – 060 739 2942
Amalukele@jhbproperty.co.za or lshoba@jhbproperty.co.za

Publication Date: **10 November 2026** **Closing Date:** **23 November 2026**	**This Vacancy is open to Employees of the City of Johannesburg and External Candidates**

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