

JOB TITLE: HEAD OF PROPERTIES

Small Enterprise Finance Agency Soc Ltd (**sefa**), a development finance institution (DFI), established to provide access to finance for Small, Medium and Micro Enterprises (SMMEs) including Co-operatives owns sizeable properties in seven provinces which mandate is to grow and nurture small businesses and contribute towards business growth and sustainability. **sefa** seeks to employ the **HEAD OF PROPERTIES**. **sefa** is a wholly owned subsidiary of the Industrial Development Corporation (IDC) and is an entity under the Executive Authority of the Department of Small Business Development (DSBD).

JOB TITLE: Head of Properties

PURPOSE OF THE JOB: Reporting to the **Chief Financial Officer (CFO)**, the successful candidate manage the property portfolio in respect of risk management, physical inspections, property sales, promotions, customer relations, and review of legal documents, management of body corporate representatives and tenant relationship management.

KEY PERFORMANCE AREAS: The incumbent will be required to perform, inter alia, the following key focus areas:

- Develop and review **sefa** Properties Strategy
- Lead the annual strategy review sessions of the department
- Participate in the annual Corporate Strategy reviews.
- Assume full responsibility for the effective administrative management of the property department
- Conduct physical inspections of the properties, liaise with the tenants, review service provider contracts and submit a formal report to the CFO after each site visit
- Ensure all building compliance and risk regimes are in place
- Provide input into the Annual Report on the valuation and accuracy of properties
- Review legal documents relevant to the property portfolio and ensure adherence thereto, as well as **sefa** adherence to the relevant property laws and legal requirements
- Manage relationships with tenant associations and attend regular meetings
- Participate as a member of the Body Corporate Board of Trustees
- Keep abreast of property developments and market trends
- Develop, review and update processes, policies and procedures
- Monitor compliance to operations processes, policies and procedures
- Monitor compliance to other relevant statutory requirements
- Plan and forecast capital expenditure within area of responsibility
- Compile budget inputs in accordance with policies, procedures and legal requirements
- Manage costs against approved budget
- Determine human resource requirements for individual tasks, with input from stakeholders, to determine staffing levels and required competencies
- Effectively manage property personnel, ensuring optimal performance

TECHNICAL SKILLS & EXPERIENCE:

- The successful candidate must be in possession of a B Degree in Property Management or Finance or Business Management (NQF Level 7)
- Postgraduate Degree in Property Management
- 7 to 10 years' experience in Property Management
- At least 5 years in Senior Management role
- Must have experience in retail, office and light industrial properties
- Sound knowledge of Facilities Management
- Sound knowledge of risk management within a property portfolio
- Sound knowledge of legislation relevant to facilities management
- Project Management skills

EMPLOYMENT EQUITY:

sefa is an equal opportunity employer, and as such preference will be given to qualifying candidates from the designated groups.

To apply for this role, interested persons are required to forward their comprehensive CV with covering letter of motivation to: recruitment@sefa.org.za quoting the position applied for.

CLOSING DATE 23 April 2021