

VACANCY ANNOUNCEMENT

MANAGER PROPERTIES (JOB GRADE D upper)

PERMANENT

The Namibia Industrial Development Agency (NIDA), established by an Act of Parliament, Act No.16 of 2016 to effectively lead the industrialization agenda of Namibia, and meaningfully contribute to employment creation and economic growth. NIDA invites competent and suitably qualified Namibian citizen to apply.

JOB PURPOSE

Responsible for overseeing the operations of nationwide facilities, preparing and managing the facility budgets, directing routine maintenance, responding to maintenance emergencies, managing risk, managing contractors, overseeing security, and conducting site inspections. The Manager Properties will manage the placing of new client's portfolio of 1000 + units and identify and pursue additional opportunities to expand the portfolio of the managed units.

KEY RESPONSIBILITIES:

- Develop and implement a facility policy & related campaigns to create awareness of the importance of facility compliance and to provide staff with the knowledge and skills related to facility compliance.
- Provide a high level of facility management and asset management expertise, analytical ability, financial acumen, real estate software capabilities, personal energy, ability to multi-task and deal with stress.
- Ensure that systems are in place or created to maximize tenants' safety and health, and to preserve the physical assets of the Agency.
- Monitor changes in relevant legislation, the regulatory environment and take appropriate action to ensure compliance therewith.
- Draft and review relevant company policies and codes on facilities/properties and make recommendations.
- Ensure that contracts with vendors are professionally prepared and that adequate specifications are contractually incorporated for all major repair work undertaken at agency facilities.
- Identify and communicate current and anticipated legal issues or risks & prepare submissions to the executive management.
- Design and implement support programs with staff and client Services for the improvement of tenants' lives. Exhibit a genuine interest for those of lower income who rely on affordable facilities.
- Identify areas of compliance risk and implement the appropriate policies, procedures, and awareness campaigns in collaboration with relevant stakeholders.
- Establish positive, productive relationships with all stakeholders/regulatory agencies.
- Ensure compliance with all local authority by-laws including anti-discrimination and anti-harassment laws and regulations.
- Ensure that the company complies with legal requirements, as well as maintaining high standards of corporate governance.
- Facilitate good communication between the board, senior management, employees and other relevant stakeholders.
- Identify and pursue opportunities to create new or upgrade existing facilities and develop other opportunities for growth.
- Maintain relationships with local government and attend public meetings of local authorities where facilities are situated.

- Assist the CFO in supporting public policy matters on a state and national level which will provide the resources necessary to successfully manage the portfolio.
- Maximise asset value, customer satisfaction and revenue.
- Develop and maintain a property register.
- Set and manage full departmental budget, ensuring costs remain within the budget.
- Create a working environment that supports employee engagement and retention.
- Ensures that there is an effective plan for attracting, retaining, motivating, and developing employees for the long-term success of the department.
- Set meaningful performance targets in line with strategic objectives for all employees and clearly outline efforts and behaviours required to reach deliverables.
- Facilitate the selection and development of high performing teams.
- Facilitate the provision of ongoing support, coaching and mentorship to staff.
- Embody and drive adherence to company culture and values.
- Any other ad hoc projects as and when required by the Chief Financial Officer

JOB SPECIFICATIONS

<p>Minimum Academic. Professional Qualifications & Experience</p>	<p>Degree/Honours degree in Property Science/Real Estate</p> <p>MBA with undergraduate in Property Science/Real Estate will be an added advantage</p> <p>Minimum of 5 years' experience in a Supervisory/Management role in estate management, asset management, property development and related fields (project finance, construction and acquisition/rehab).</p> <p>Strong proficiency in use of information communication technology including Word and Excel and other facility management tools, maintenance scheduling and financial reporting software.</p> <p>Ability to work periodic flexible hours and attend evening meetings as required. Possession of Code BE Driver's License is required.</p>
<p>Competencies & Skills</p>	<p>Analytical Accuracy Assertive Problem solving Customer service Good command of English language High business ethical conduct High level stress tolerance and ability to appreciate cultural diversity and inclusion</p>

GENERAL GUIDELINES:

Applications to be submitted to HR electronically to recruitment@nida.com.na. The deadline for applications is **25th August 2023 at 16H30**. No late applications will be accepted.

NB: Foreign acquired qualifications should be accompanied by NQA evaluation report to be considered.

Please note that certified copies of qualifications, identification and other support documents should be included in your electronic application submission, supported by a cover letter, a comprehensive, updated Curriculum Vitae. Applicants shall provide three (3) professional and traceable references and their contact details.

Only short-listed candidates will be contacted, and no documents will be returned.