

JOB SPECIFICATIONS

DIRECTOR, PROPERTY AND REAL ESTATE SERVICES

Kind of Work

Highly responsible professional work at managerial level in the field of Real Estate and Property Management.

Distinguishing Features of Work

An employee in this class manages and directs the activities of a Division engaged in the management of all Government's Property and Real Estate and the design and layout of Government's offices. Work involves participating in the formulation of policy, the interpretation of such policy by Ministries and Departments and the provision of advice to Government Ministries and clients. Work also involves negotiating contracts for services and monitoring their performance. Work is performed with considerable initiative; and independence is exercised in making technical decisions within the framework of established policies, but work is subject to review by a professional superior through reports and discussions.

Examples of Work

Plans and directs the operation of the Property and Real Estate Services Division which is responsible for the development, maintenance and allocation of Government Property and Real Estate and the design and layout of Government offices.

Participates in the formulation of policy as it relates to the management of Government Property and Real Estate.

Directs and participates in visits to properties to: -

- i. Inspect and ascertain physical condition and assess general repairs required and/or completed;
- ii. Conduct site tours for prospective clients and explain terms of occupancy; and
- iii. Investigate complaints made by tenants and others

Collaborates with senior personnel of Ministries/Departments on technical aspects of the management of Government Property and Real Estate.

Participates in the development and implementation of strategic, tactical and operational plans for the Ministry.

Directs and participates in the preparation of lease agreements which outlines the terms and conditions of occupancy.

Conducts negotiations on behalf of the Government with authorized personnel for the purchases, lease or rental of properties.

Supervises and monitors the maintenance, janitorial and security arrangements of specific Government property.

Arranges for the appraisal, modification, maintenance, insurance and processing of other legal matters for Government Property and Real Estate.

Directs and/or participates in the design and layout of Government offices on a limited scale and arranges for specialists to facilitate this function on major projects.

Provides advice to Government Ministries and senior personnel of Ministries/Departments on real estate and property matters.

Participates in the formulation and implementation of training plans for staff of the Division.

Directs and participates in the development of the Division's work programme and monitors its progress.

Manages the Division's budget and participates in the preparation of the annual estimates of revenue and expenditure.

Draft Notes for Cabinet and prepares professional papers and reports as required.

Represents the Ministry on Committees, Boards, panels and at meetings, as required.

Performs related work as may be required.

Required Knowledge, Skills and Abilities

Extensive knowledge of the principles and practices of Real Estate and Property Management.

Considerable knowledge of Government's policy as it relates to the management of real estate and property.

Knowledge of the design and layout of offices.

Knowledge of the design and construction of buildings.

Considerable knowledge of the management of contracts.

Knowledge of the systems and structure of Government and the Ministries/Departments of the Public Service.

Considerable knowledge of project management and strategic planning.

Considerable knowledge of the Civil Service Regulations, Public Service Commission regulations and the Financial regulations and instructions.

Knowledge of the relevant computer applications,

Ability to plan, organize, direct and co-ordinate the activities of a Division engaged in Real Estate and Property Management.

Ability to negotiate contracts.

Ability to design and layout offices.

Ability to communicate clearly and effectively.

Ability to establish and maintain effective working relationships with Government officials, representatives from Private Sector Organizations, clients and colleagues.

Ability to identify, analyse and solve complex problems as it relates to Property Management and Real Estate.

MINIMUM EXPERIENCE AND TRAINING

Extensive experience in Real Estate and Property Management including experience in an administrative capacity and training as evidenced by a recognized degree with courses in building construction, and the design and layout of offices or any equivalent combination of experience and training.