

POSITION DESCRIPTION

PNG Ports Corporation Limited

RR2650 - Property Officer Housing

PNG PCL is currently seeking to improve service delivery to all stakeholders through its Property Department. As such, the organization is seeking qualified and motivated property professionals to join its Property Department.

Based in Head Office, Port Moresby and reporting to the Property Coordinator, this position is responsible for effective coordination of general administration and housekeeping services at PNG PCL Ports throughout PNG. Responsibilities include:

- Keeping an up to date and accurate record of all commercial properties in the Port of Port Moresby and other Ports.
- Carrying out regular inspections on all institutional properties for staff accommodation purposes
- Liaising with real estate companies/agents for suitable rental properties for staff accommodation
- Attending to payments for all staff rental properties through all Ports
- Liaising with Lands Department and other relevant bodies for institutional property titles.
- Arranging and coordinating minor maintenance to institutional properties.

Essential Competencies

- A minimum of Grade 12 Education and have attended and passed Real Estate development courses.
- A Minimum of 3 years experience in property administration, including managing /administration of staff housing schemes and property maintenance and upkeep.
- Able to show excellent written and oral communication skills.
- Be physically, mentally and medically fit and willing to travel within PNG on a regular basis.
- A proven record of personal leadership, people skills and integrity.

Applications close on 19 March 2010

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to admin@vanguardpng.com together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview