

POSITION DESCRIPTION

National Fisheries Authority

SS2968 - Property Manager

Based in Port Moresby and reporting to the Manager, Corporate Services, this position is responsible for the general management, maintenance and development of existing NFA properties and assets located in Port Moresby and throughout PNG.

The appointee will ensure all lands; buildings and assets owned by NFA are properly recorded in an assets registry with provision for period inspection.

The Property Manager will be required to identify various costs relating to each property and asset that will be the basis for NFA annual budgets and will ensure proper use of these funds to enable regular maintenance so they may be fully utilized by NFA.

The Property Manager will also be responsible for the daily operation and utilization of the NFA Head Office at 11th Floor, Deloitte Tower and maintaining effective daily communication with the Property Management Agency of Deloitte Tower. The position is also responsible for direct day to day supervision of the duties of the Maintenance Officer, Receptionists and Drivers.

Essential Competencies

- Hold a minimum of a degree or diploma in a relevant discipline and preferably with formal qualifications in Real Estate/Property management
- A minimum of five years experience in Property Management with a track record of commitment, competence and integrity
- Proven knowledge and experience in contractual agreements, obligations and commercial arrangements and their effective management
- A clear understanding of PNG's Land Act, Town Planning Act and their various policies and procedures and an understanding of financial management systems and Tenders Board procedures.
- Computer literacy and proven staff organization and supervisory skills.

Applications close on 6th February 2012

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