

Job Specification

Job Title	Property Administration Officer
Category	Permanent Position
Division	Property
Reporting To	Property Administration Manager
Job Level	Paterson Grade C2
Job Purpose Statement	Provide efficient Property Administration support to the Property Administration Manager for all DTPC owned commercial properties by ensuring compliance with the lease provisions. Monitor Debtors in order to minimise the Financial risk to DTPC. Provide a high standard of Property Administration services to DTPC's Tenants and clients by building and maintaining good relationships
Key Performance Areas	<p>Lease Administration</p> <ul style="list-style-type: none"> ● Assist the Property Administration Manager with the drafting of standard Lease Agreements for qualifying tenants ● Ensure that all relevant lease documentation from prospective DTPC tenants is received timeously ● Ensure accurate capture of all leases onto the Property Management system within specified timeframes ● Maintain data integrity of the Property Management system by conducting quarterly system audits and updating Tenant information ● Maintain records of all lease contracts and tenant correspondence) ● Monitor and apply annual escalations timeously and in accordance with lease terms ● Conduct lease audits & monitor leases to ensure no audit findings on lease administration & lease agreements ● Ensure compliance with lease provisions by liaising with Property Operations, other DTPC departments and Tenants <p>Financial/Rental Management</p> <ul style="list-style-type: none"> ● Accurate capture of monthly rental and utilities billing on the Property Management System according to agreed timelines with Finance ● Prepare monthly billing reports and submit to the Administration Manager for review and approval ● Prepare invoices on the Property Management System and submit to Finance for month end processing

- Maintain accurate records of all payments received & ensure correct allocation
- Monitor Debtors by ensuring timeous invoicing, payment allocations and payment of rentals and other charges by Tenants
- Ensure timeous processing of annual municipal tariff increases
- Monitor Tenant electricity & water consumption and ensure correct recovery of consumption charges
- Ensure accurate recoveries of all adhoc charges eg rates, access cards, etc
- Review all draft bank guarantees received from Tenant's bankers and ensure document provided is per DTPC requirement
- Maintain accurate records of all deposits and sureties held on the Property Management System Ensure that the Lease Register is updated and submit timeously for review and approval (monthly)

Property Administration

- Assist the Property Administration Manager in the implementation & monitoring of Tenant's compliance with all Management Rules
- Facilitate and attend inspections on handover and vacating of premises to ensure Tenants compliance with the lease terms
- Ensure information/reports required by DTPC from Tenants are obtained & submitted timeously
- Liaise with the relevant DTPC departments with regard to all communications to Tenants
- Assist the Property Administration Manager with general property administration tasks including taking of minutes in property meetings
- Assist with Procurement processes by compiling Terms of Reference and ATP's, when required

Risk Management

- Review Customer Application form & ensure all supporting & regulatory documents are received
- Conduct credit checks on the Credit Bureau system for all DTPC departments to ensure suitability of prospective tenants and clients
- Review all credit checks & report all adverse ratings to DTPC departments, when applicable
- Proactively identify problem areas and institute corrective measures for defaulting Tenants (eg. send reminders, raise interest, breach letters, etc.)
- Facilitate and attend asset verification inspections

	in Tenant premises where DTPC assets are leased
	<p>Tenant Liaison</p> <ul style="list-style-type: none"> ● Conduct regular tenant visits in order to build & maintain good relationships ● Ensure regular communication and feedback to tenants on administration and general matters raised during monthly visits ● Assist Property Operations and other DTPC departments with general communication to tenants (relating to Tenant compliance with the lease agreement) ● Facilitate and assist DTPC Security with regard to issuing of Tenant access cards
	<p>Regulatory Requirements</p> <ul style="list-style-type: none"> ● Keep abreast of changes in legislation by attending job specific training courses
Qualifications, Knowledge, Skills and Competencies Required	<ul style="list-style-type: none"> ● Matric ● Diploma in Property Management or equivalent ● Knowledge in Property Regulatory issues ● Minimum of 3 years' experience in Lease and Property Administration ● Experience with Property Management and billing/invoicing systems ● Experience in Debtors/Arrears processes and procedures ● Experience in writing reports to management e.g. leasing reports, revenue reports, credit control reports ● Experience in taking minutes ● Experience in drafting letters and formal communication ● MS Office and Excel ● Attention to detail ● Professional work ethic ● Innovative in finding solutions to tenant's needs. ● An individual with the ability to build relationship with tenants at all levels ● Strong interpersonal and communication skills and the ability to work effectively with a wide range of diverse customers ● Be able to work by him/herself and take initiative where needed ● Teamwork – build effective relationship management for delivery to tenants ● Planning and organising skills
Opening Date	16 September 2020
Closing Date	9 October 2020
Employment Equity	Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

Recruitment and Selection Process	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> ● Shortlisting of CVs based on minimum requirements of the role; ● 1st Round Panel Interview; ● Psychometric Assessment/s; ● Verification Checks; and ● 2nd Round Panel Interview, if required.
Verification Checks	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> ● Criminal; ● Credit (position of trust) and Financial dealings, if relevant to position; ● Qualifications; ● Reference Checks; ● South African citizen; ● Drivers License; and ● Positive verification of current remuneration package.
Remuneration and Benefits	<p>R340,914 - R477,254 Annual Basic Salary. R506-15 Medical Aid Allowance per month. Company Contribution to Provident Fund and Approved Group Risk Benefit. 20 Working days leave per annum.</p>
Application Forwarding Details	<p>Applications, including a detailed CV, must be forwarded to HR@dubetradeport.co.za.</p> <p>Please ensure that the vacancy being applied for is clearly indicated on your application.</p> <p>Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.</p>