



VACANCY

Position: PROPERTY OFFICER (1X)
Grade: C5
Location: Oshakati Branch - North Regional Office

The incumbent will report directly to the **Head: Property Management** and will be responsible for the provision of high-quality property management, maintenance and management of rental properties to ensure effective and efficient property management and maintenance service to the NHE and its customers

Key Responsibilities:

1. Rental Property & Tenancy Management

- Oversee the allocation, occupancy, and management of rental properties.
- Monitor rental market trends to set competitive lease rates.
- Ensure compliance with lease agreements, rental policies, and property laws.
- Conduct tenant screening, lease negotiations, and contract renewals.

2. Revenue Collection & Arrears Management

- Ensure timely collection of rental payments from tenants.
- Manage tenants in arrears and initiate arrears recovery processes.
- Enforce lease agreements and initiate legal actions for non-compliance when necessary.

3. Tenant Relations & Retention

- Serve as the primary point of contact for tenants, addressing concerns and resolving disputes.
- Implement strategies for tenant engagement, satisfaction, and retention.
- Conduct tenant consultations and provide support in lease-related matters.

4. Lease Administration & Voids Management

- Draft, review, and update rental agreements and lease terms.
- Manage vacant units (voids), ensuring quick turnaround times for new rentals.
- Maintain accurate tenancy records and ensure legal compliance.

5. Property Maintenance & Asset Management

- Coordinate reactive and planned property maintenance.
- Liaise with contractors for repairs and ensure cost-effective maintenance solutions.
- Conduct property inspections to ensure compliance with building regulations.
- Assist with insurance claims related to rental properties.

6. Property Valuation & Home Loan Upgrades

- Conduct rental property valuations for pricing adjustments.
- Conduct Property Valuations for various purposes
- Oversee home loan upgrade projects, ensuring compliance with approved plans.
- Provide input on property investment and asset management decisions.

Competencies requirements.

Knowledge:

- Rental market trends and pricing strategies.
- Tenant rights, lease laws, and property regulations.
- Knowledge of the RICS codes of measuring practices;
- Principles and methods of property valuation.
- Real estate finance, arrears collection, and debt management.
- Knowledge of building contract and building regulations;
- Construction materials, methods, and building regulations.

Skills & Behavioral Competencies:

- Strong negotiation and problem-solving skills.
- Excellent communication and interpersonal skills.
- Financial acumen in rental collections and lease enforcement.
- Planning and analytical abilities.
- Ability to read and interpret property plans and drawings.
- Valid Code B driver's license

Minimum requirements

- National Diploma: Property studies/Land valuations and Estate Management, or equivalent;
- 5 years' practical experience in the building and property sector
- Registration with the Namibia Estate Agents Board will be an added advantage
- Knowledge of property market trends and asset management principles.

Applicants should be Namibian citizens.

NHE is an equal opportunity employer and offers a competitive remuneration and benefits packages. People with disabilities meeting requirements are encouraged to apply.

Interested and suitably qualified candidates should submit their applications accompanied by curriculum vitae and certified copies of educational qualifications as well as identity documents to:

Applications should be addressed to

The Chief Executive Officer

Attention: Executive Human Capital & Strategy

NHE Head Office

7. Gen. Murtala Muhammed Ave, Eros, Windhoek

Only e-mailed applications will be accepted: recruitment@nhe.com.na

Only shortlisted candidate will be contacted, and no documents will be returned.

CLOSING DATE: 04 APRIL 2025