

Vacancy

Contractors & Valuers Liaison Officer



Join Our Dynamic Team

The Contractors and Valuers Liaison Officer will be responsible for coordinating and overseeing all valuation and construction-related activities under the Pension-Backed Home Loan (PBHL) Scheme both in proclaimed (towns) and un-proclaimed (villages) areas. The role ensures that all financed projects comply with approved specifications, cost estimates, and timelines, while safeguarding the Scheme's exposure and maintaining quality assurance throughout the construction process.

Key Responsibilities

- Coordinate and manage the panel of valuers, contractors, and building inspectors to ensure compliance with agreed service-level standards and existing regulations.
- Support the Home Loan Department during loan appraisal by assessing technical feasibility, property valuations, and construction documents adequacy.
- Review and verify property valuations, inspection reports, and completion certificates prior to disbursement.
- Ensure all valuers and contractors maintain valid professional registration, accreditation, and compliance with regulatory requirements.
- Monitor construction progress, cost adherence, and quality standards, and escalate deviations or risks to management.
- Conduct or coordinate site visits to verify progress, quality, and compliance with project specifications.
- Ensure the safeguarding, custody, and security of all valuation and contractor-related documents, maintaining proper filing and access control systems.

Job Requirements

- Bachelor's degree in Property Studies, Construction Management, Quantity Surveying, Civil Engineering, or a related field.
- Minimum 2 years' experience in property valuation coordination, construction project administration, or contractor management within a financial or property development environment
- Excellent communication and interpersonal skills.
- Strong organisational skills and the ability to manage multiple projects under pressure.
- Valid driver's licence.

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Key Skills & Competencies

- Strong understanding of construction and valuation standards, cost analysis, and compliance monitoring.
- Proven ability to manage multiple stakeholders, monitor project progress, and ensure quality delivery.
- Excellent engagement, negotiation, problem solving, and reporting abilities.
- Effective at managing documentation, deadlines, and field coordination.
- Upholds transparency, ethical conduct, and accountability in managing technical processes.
- Demonstrates professionalism, ethical conduct, and a proactive mindset.

A comprehensive and fair remuneration is offered, aligned to skills and qualifications. Interested candidates should forward their resumes, accompanied by Certified Copies of ID, Educational Qualifications, including three contactable references, in strict confidence to:

Email: hr@firstcapitalnam.com

Closing date for applications: 6 November 2025

First Capital Treasury Solutions is an equal opportunity employer and encourages previously disadvantaged people and those with disabilities to apply.

The advert has minimum requirements listed. Management reserves the right to use additional/relevant information as criteria for shortlisting. Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favourable. FCTS regrets that it cannot return documents.

No late applications will be accepted.

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