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| Job Title | Estate Manager | Reporting to | Reporting to the CEO |
| Team/ Department | Estates | Location | Nairobi |
| Job Grade | Grade two (2) | | |
| Core Objectives | <p>Responsibility for management of estates, rental collections and supervision of maintenance, obtaining maximum productivity, efficiency, quality, service and upholding all aspects of compliance and quality standards and adhering to budget and required criteria. A genuine desire to serve the needs of pensioners</p> <p>This will include regular checks and assessments for maintenance, rent collection and liaising with the CEO and the BOT, ensuring jobs are performed as they are required.</p> | | |

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| Main Tasks/Duties and Responsibilities | <p>Responsibility to staff and direct the team:</p> <ul style="list-style-type: none"> ❖ to manage the overall day to day maintenance of all aspects of the estate, including but not limited to rent collection, leases preparation, implementation, maintenance, and managing the team which performs these roles ❖ Overall responsibility for maintenance to agreed standards ❖ Overall responsibility for rent collection ❖ Overall responsibility for up to date debtors schedules ❖ Overall responsibility for general running and upkeep of estate to required standards ❖ Overall responsibility of keeping all record of tenant leases ❖ Overall responsibility of following up on escalations on leases ❖ Overall responsibility of ensuring leases renewals are done when they are due. ❖ Ensure you meet your targets on collections and those of the team as a whole ❖ Ensure training and development of the estate team ❖ Adhere to statutory obligations on rental taxes deducted and remitted– understand all aspects of estate management services and train your team to enable them to confidently and confidentially deal with all aspects of their roles ❖ Develop, disseminate and adhere to all estate policies and procedures for proper management and efficient running of estate functions ❖ Preparing proposals for BOT considerations and approval ❖ Preparing Estate reports for BOT considerations ❖ From time to time you may be expected to be part of special projects as are |
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| | <p>reasonably required of by the Board of Trustees</p> <ul style="list-style-type: none"> ❖ You are responsible for your allocated workload and must meet all targets as agreed with your CEO or the BOT. ❖ Any other duties that will be assigned by the CEO and or the BOT |
| <p>Essential Abilities/ Competencies of this job role</p> | <p>You need</p> <ul style="list-style-type: none"> ❖ Bachelor degree in Land or Building Economics from a reputable University ❖ A Masters degree from a recognised university in a relevant field. ❖ Full member of ISK ❖ Registered Estate Agent ❖ Over 10 years' Experience in real estate management and accounting with a reputable property management organization. ❖ Hands on residential and Commercial property ❖ Good conceptual skill especially in project development ❖ Experience on working in a property/ facility management ❖ Up to date knowledge of all in real estate investment environment in Kenya and at the global front. ❖ Strong analytical and problem solving capability ❖ Leadership with ability to manage and develop a team with ability and willingness to share knowledge ❖ Genuine desire to serve the needs of pensioners with a strong personal responsibility for achieving customer satisfaction ❖ Excellent interpersonal, organisational communication skills with high integrity and honesty in all dealings and attention to details ❖ Ability to work under pressure |

DOCUMENTS REQUIRED TO SUBMIT WITH THE JOB APPLICATION

1. Cover letter
2. Complete and up-to-date Curriculum Vitae (CV)
3. Copy of National Identity Card and/or Passport data page
4. Copies of applicable academic and professional certificates
5. HELB clearance
6. Tax Compliance Certificate