

POSITION DESCRIPTION

PNG Ports Corporation Limited

AM7029 - Property Officer

PNG Ports Corporation Limited (PNGPCL) is a premier maritime service company in Papua New Guinea and is the largest port operator in the South West Pacific, outside of Australia and New Zealand.

As a corporation that continues to develop the capacity of its workforce to deliver high-quality service to all stakeholders, PNGPCL is committed to attracting the highest calibre of professionals who can contribute to achieving and elevating the company's vision and mission.

Providing a positive work environment and competitive employee benefits, PNGPCL is inviting exceptional candidates to apply for this key role based in Port Moresby:

Property Officer

Reporting to the Team Leader Property / Manager Property, the Property Officer is responsible for providing effective and efficient support service in carrying out repair and maintenance activities on lease and rental arrangements for PNGPCL Commercial and Residential properties.

Key Responsibilities:

- Carry out routine property inspections and prepare condition assessment reports
- Prepare detailed scope of work required for minor R&M purposes
- Coordinate and liaise with Works & Services and Building Teams for all R&M works
- Project supervision, certification and closeout reports
- Monitor & ensure all plant/equipment are in good working condition at Institutional properties
- Keep updated and accurate records of all minor R&M works undertaken
- Prepare tender/contract documentation for minor R&M and service contracts as required
- Assist in implementing or executing building projects using acceptable project management practices
- Prepare and provide periodic (Monthly) minor R&M reports to Management.

Expected Competencies:

- Diploma / Certificate in Property / Asset Management or Building
- Registered with PNG Institute of Building PNG (IOB)
- Minimum of 3 years of experience in a similar role
- Must have class 3 or class 6 PNG Driver's License
- Good knowledge of Engineering Management, Structural and Building Construction and the construction industry
- Good knowledge of all Statutory Requirements for building construction
- Good knowledge of Engineering regulations, codes and practices
- Good knowledge of construction and project management
- Ability to lead change and continuous improvement
- Excellent written and oral communication, negotiation, interpersonal and analytical skills
- Relevant Engineering Software Computer Application skills.

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the application form and follow the website instructions to forward to us including a detailed CV and copy of a current police clearance certificate. We encourage applicants to request a full PD from our office to review before applying.

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 14th April 2023

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@vanguard.com.pg 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