

## **POSITION DESCRIPTION**

Cheshire Disability Services

### **AM8041 - Property Officer**

**Cheshire Disability Services, PNG**, established in 1965, is one of the leading Service Providers for Children/Persons with Disabilities or those who may be at risk of developing a disability.

Applications are invited from qualified and experienced professionals for these positions based in Port Moresby.

### **PROPERTY OFFICER**

Reporting to the General Manager, the Property Officer is responsible for the management of Cheshire Disability Services facilities and rental properties. This role involves overseeing day-to-day property management operations and tenant relationships to ensure compliance.

#### **Key Responsibilities:**

- Conduct regular property inspections to identify maintenance issues and prepare Property Inspection Reports highlighting required repairs
- Develop a detailed scope of work for repair and maintenance work when required
- Prepare tender and contract documentation for property-related services, repairs, renovations, or construction work as required
- Facilitate the selection of contractors through the bidding process
- Ensure that property-related projects are successfully executed with contractual specifications met and in compliance with all applicable requirements
- Coordinate and oversee repairs, renovations, and routine maintenance work as well as improvement projects
- Ensure properties are safe, clean, and in good repair
- Maintain accurate and up-to-date records of all repairs and maintenance work
- Prepare periodic Maintenance and Repair reports for management
- Address tenant inquiries, concerns, and complaints
- Enforce lease agreements and property rules with tenants
- Manage property-related documents and files
- Stay informed about changes to statutory requirements related to property management.

#### **Expected Competencies:**

- Tertiary qualifications relevant to the role
- Minimum of 3 years' experience in property management, real estate, or similar
- Proven experience in property repair and maintenance (R&M) processes
- Knowledge of property management principles, real estate laws, and regulations
- Excellent communication and interpersonal skills for tenant and owner relations
- Ability to communicate and interact professionally with tenants and other stakeholders
- Organizational skills and attention to detail for administrative tasks
- Good problem-solving and conflict-resolution skills
- Good report writing skills
- Ability to adapt to change and handle emergency situations
- Strong commitment to ethical and best practices standards in property management.

### **APPLY NOW**

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

Follow the instructions to complete the online application form and attach the following: An updated CV, including details of three (3) referees with current contact details.

For more information or to request a full Position Description email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Friday, 3<sup>rd</sup> November 2023**

**Only shortlisted candidates will be contacted**

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to [jobs@vanguard.com.pg](mailto:jobs@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**