

1. Assistant Officer, Retail and Residential Property Management - CPF/AOR&RPM/25

Job Title:	Assistant Officer, Retail and Residential Property Management		
Directorate/Division	LASER		
Section	Residential Properties		
Reports to:	Senior Officer, Retail and Residential Property Management		
Direct Reports:	None		
Contract Period	6 Years		
Location	Nairobi		
Job purpose:			
This role is responsible for providing administrative support to the unit, providing technical expertise in the collection of residential properties' income and management of service providers.			
Key duties and responsibilities:,is			
<div>1. Follow up on tenants to ensure that rent is paid in full and on time.</div> <div>2. Ensure properties are maintained in accordance with the landlord’s instructions.</div> <div>3. Ensure properties are maintained in accordance with the landlord’s instructions.</div> <div>4. Liaise regularly with both owners and tenants to ensure repairs are carried out expeditiously, economically and to an acceptable standard</div> <div>5. Meet with prospective tenants to show properties, conduct interviews, receive rental applications, and explain terms of occupancy.</div> <div>6. Ensure you keep abreast of market development and indicators</div> <div>7. Maintain all the Statutory Required Records.</div> <div>8. Offer support in the monitoring and evaluation of these service providers.</div> <div>9. Assist in managing all aspects of a building’s occupancy and maintenance.</div> <div>10. Act as a liaison officer with different departments to support the property management department.</div> <div>11. Collaborate with the finance team to ensure legal fees on all leases are paid to the external lawyer, legal section on lease administration and registry section on filing of property documents</div> <div>12. Maintain all property and related records and prepare reports and correspondences as required and distribute them to tenants. This includes leases, letters of offer, licences etc.</div> <div>13. Perform any other duties as may be assigned from time to time</div>			
Knowledge, experience, and qualifications required			
Academic and Professional Qualifications/Memberships to professional bodies:			
<div>1. Bachelor's’ Degree in Land Economics, Real Estate or relevant field</div> <div>2. Graduate Member of ISK is preferred (Institute of Surveyors of Kenya)</div> <div>3. Registered Member of Estate Agents Registration Board (EARB) is preferred</div>			
Experience Required:			
<div>1. At least 1-year relevant experience in a similar organisation or function</div>			
Role Competencies			
Technical Competencies:		Behavioral Competencies:	
<div>1. Strong stakeholder management skills</div> <div>2. Financial Acumen</div>		<div>1. Strong organizational and communication skills, with the ability to collaborate effectively across departments.</div>	

3. Excellent analytical and Financial Reporting skills with attention to detail in identifying and assessing risks.	2. High ethical standards and the ability to handle confidential information with integrity.
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