



NOTICE OF VACANT POSITION

VACANT POSITION:ESTATE OFFICER

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position. The incumbent will report to the Legal Manager and will be based at Head Office.

MINIMUM QUALIFICATIONS

- Bachelor of Science Honours Degree in Property Development and Estate Management/Bachelor of Commerce in Real Estate Management.
- National Diploma in Valuation and Estate Management.
- Real Estate Institute of Zimbabwe Certification is an added advantage.
- 3 years real estate experience is an added advantage.

CORE COMPETENCIES

- Good knowledge of real estate management, property management and valuation.
- Knowledge of general maintenance for public buildings
- Excellent written, communication, negotiating and interpersonal skills.
- Strategic management skills
- High integrity.
- Self-driven and business sense
- Ability to work under pressure

SUMMARY OF DUTIES

- Negotiates, prepares and execute lease agreements as well as setting the length of the lease for tenants.
- Ensures collection of rent and preparation of rent statements and schedules for tenants.
- Conducts market survey on rentals and adjust rentals accordingly.
- Inspects all GMB properties under lease
- Plans and ensures maintenance and repairs of all GMB properties.
- Assists in legal evictions of tenants after breaching the terms of the lease.
- Develops and establishes relevant policies and objectives consistent with the real estate section to ensure operational efficiency.
- Monitors performance of the GMB realtors.

Applications accompanied with detailed **Curriculum Vitae** and **certified copies of qualifications** should be emailed to: recruitment@gmbdura.co.zw. Not later than 4 February 2022.

Please note that only shortlisted candidates will be contacted.