



# Job Description

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<b>Job Title</b> Manager, Property Management	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Manager	<b>Industry</b> Telecom Services & Equipment
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Telecom Services & Equipment: 4 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Manager, Property Management is responsible for the management of agents and processes towards the renewals of all existing permits and issuance of certificates as well as assist activities towards the acquisition of new permits for new BTS & BTF projects. The role is to develop strategic relationship with the permitting and regulatory bodies. In addition, the incumbent will work closely with the Operations, Legal and Finance departments to ensure that all necessary permits for tower site are acquired. The incumbent will train and mentor the Property Management Coordinator, Permitting & Regulatory with regards to developing and maintaining a strategic relationship with the regulators.

## Responsibilities

- **Process & Control:** Establish and operate a formal documented process for obtaining and renewing all site permits. Provide a proactive approach to the management of Company Site Permits that are falling due and needs to be renewed/ certificates granted.
- **Regulator Relationship management:** The role is to develop strategic relationship with the permitting and regulatory bodies. He/she must meet requests for information as well as update regulators on Company permit status and projects. In carrying out the duties he/she must schedule appointments and attend periodic meetings and conferences with officials and other agencies.
- **Contractor Management:** Ensure effective coordination of contractors engaged in the permit process.
- **Data Management:** Responsible for ensuring that all permit data for each site are maintained and up-to-date in existing Company applications. Coordinate the process of applications and monitoring approval of plans, Build Permits, and any other certificates/ documents that may be required by other regulatory agencies.
- **Site Visit/ Field Inspections:** Conduct site visits/ inspections to flag compliance issues that may lead to denial of permits/ certificates for immediate corrective actions to be implemented.
- **Reporting:** Provide comprehensive weekly reports on status of Company site permits to business and proactively manage all issues and challenges.
- Ensure all new projects have relevant permits.
- Comply with the provisions of health, safety and environment legislation in Tanzania, and shall also comply with Company's policies and procedures including occupational health and safety and wellness policies, and any modifications to any policy that may be introduced from time to time.
- Live Company's Core Principles and work proactively in a customer-related way in accordance with adopted procedures and best practice.

- Work co-operatively with colleagues and external stakeholders to promote the Company's overall business objectives.
- Ensure that confidentiality is respected and maintained at all times.
- Perform any other duty as directed by line management.

## Education & Qualifications

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- A Bachelor degree in Land Management/ Development and Planning, Estate Management is an advantage.

## Requirements

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- 3+ years' experience in Telecommunications Site Acquisition/Property Management.
- Previous experience working with regulatory or permitting officials shall be a distinct advantage
- Advanced working knowledge of Property Permitting regulations i.e. Environmental Protection (EPA), Civil Aviation Authority, etc.
- Must have a thorough knowledge of the permit process so as to independently manage all phases of the process.
- Must have a thorough understanding of Municipal/ District / Government agency operations related to Land, Environment and Aviation.
- Ability to read and interpret survey/ block plans, ground leases, easements, purchase contracts, etc.
- Sound technical knowledge in site acquisition for Telecom infrastructure business/real estate.
- Experience in managing multiple sites/ locations.
- Strong relationship-development skills resulting in long term mutually beneficial client relationships.
- Self-motivated; Able to work both independently to complete tasks and respond to department requests, as well as collaborating with others to utilize resources and knowledge of others in identifying quality solutions.
- Strong organization, planning and project management skills; ability to prioritize tasks for both self and team to meet business requirements and deadlines.
- Strong leadership skills; Ability to drive and motivate team to achieve results within the department.

## Reporting To

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Senior Manager, Property Management

## Driving Licence

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Not Required

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