

Job Description

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Job Title	Job Location	Category
Managing Director	Zanzibar City	Management
Job Type	Job level	Industry
Full Time	Managing Director / CEO	Real Estate, Construction
Open to Expatriates		

Minimum Requirements

Open to Expatriates & Local Nationals

Min Budget -	Max Budget -	Primary Industry Real Estate: 10 Years
Secondary Industry Construction: 10 Years	Primary Category Management: 10 Years	Secondary Category
Certificate	Qualification	
	-	

Summary

Our client is a company set up to handle and manage town and property affairs in Zanzibar, while channeling and facilitating vital services that are aimed in keeping the town with all its properties and surroundings sustainable for everyone's convenience and comfort.

The Managing Directors needs to have a Minimum of ten years of professional experience in Real Estate Management

The Managing Director will be responsible for the overall success of the business through leading operations, people and ventures; the Managing Director is also expected to be the strategist and leader who is able to steer the company to the most profitable direction while also implementing its vision, mission and long-term goals.

Responsibilities

General Accountabilities

- Proper execution of all tasks resulting from contracts with the Owners Association (OA), property management contracts, rental contracts or additional
- Supervise team of employees, such as property managers, caretakers, cleaning staff or other service providers who provide services for the properties and units assigned to the
- Handling complete and compliant bookkeeping and accounting of the
- · Accountable for compliance of the company in regards to authorities and the company's internal policies and
- Develop and implement operational policies and a strategic plan, and oversee short and long term strategy
- Direct and initiate the budget process (creation, execution, reporting)
- Design and improve workflows and processes
- · Build the team and governance of the company through the process of growth
- · Provide innovative and effective solutions for community and property management
- Assess the principal risks, problems and opportunities of the Company and ensure that these risks are being monitored and
- Report to the executive board of directors; work with them to determine values and mission, and plan for short and long term
- · Build strong and resilient alliances, partnering with relevant organizations, stakeholders and partner companies
- . Ensure all legal and regulatory documents are filed and monitor compliance with laws and
- Be the primary spokesperson for the
- Develop and execute the company's culture and overall company
- Create an environment that promotes great performance and positive morale

Key Accountabilities Owners' Association Management

• Supervise communication with owners

- Supervise community funds (operational and trust funds)
- Initiate business plan process for each business year
- Supervise creation of the annual statement of the OA
- Review house and usage regulations that are planned to be
- Be the highest escalation level for discrepancies between
- Prepare and lead meetings of the homeowner
- Direct compliant and transparent handling of keys and ID cards
- Maintain OA by-laws

Key Accountabilities Town Property Management

- Where necessary, be the highest escalation level for discrepancies between tenants/ owners.
- · Ensure compliant handling of rent collection and forwarding, security deposits and other payments
- Direct compliant and transparent handling of keys for rental units.
- Provide innovative and effective solutions in regards to rental tasks according to contract. (Find tenants, viewings, drafting contracts, handing over, introduction, accepting of units, implementing checklists for type of move-in)

Education & Qualifications

- Education and/or Experience: Bachelor's Degree
- Master's degree will be an added

Requirements

• Minimum of ten years of professional experience in real estate management, real estate related businesses, or related fields.

Characteristics

Required Knowledge Skills and Abilities

- <u>Analytical skills:</u> Ability to read, analyze, and interpret real-estate regarded journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from owners, tenants or members of the business Ability to effectively present information to high level groups and clients.
- Negotiation skills: Ability to negotiate with suppliers, service partners and
- **Communication skills:** Ability to communicate in english and kiswahili fluently in speaking and writing. Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings- Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written
- <u>Mathematical skills</u>: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as variance analytics, business plans, budgets, balance sheets, fractions, percentages, ratios, and proportions to practical
- **Computer skills:** Skilled in Spreadsheet tools, Word, and Bookkeeping Knowledge of G Suite preferred.

Other Skills and Abilities

- Highly developed team leadership skills
- Highly developed business skills
- Highly developed conflict management/ customer care skills
- · Coordination skills and well developed time management skills
- · Precise, orderly, goal-oriented working attitude

Personal Attributes

- Reliable, honest
- Friendly and well-groomed
- Teamwork Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to
- · Motivation Sets and achieves challenging goals; Demonstrates persistence and overcomes
- Adaptability Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with change, delays, or unexpected events;
- Practices a positive and effective communication
- Initiative Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities;

- Asks for and offers help when
- Leadership leads a team in a positive, goal-oriented manner

Reporting To

Board of Shareholders

Driving Licence

Not Required

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