



Job Description

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Job Title Property Management Director	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Director / CXO	Industry Telecommunication

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Telecommunication: 8 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Property Management Director is responsible for the management of the Landlord relationship of Company owned and managed sites as well as participate in the delivery of collocation projects, and associated site and land acquisition activities required for the "build to suit project".

The incumbent will also be responsible for the leadership of the Property Management team with direct responsibility for sites, and the team of external contractors to achieve Company's strategic direction. The Property Management Director will, with the CEO, define the property strategy for the organization and the tactical plan for implementation.

Responsibilities

ESSENTIAL DUTIES:

- Provide leadership of the Property Management team and Land Lease Specialists, this includes identifying and retaining an external consultancy basis of Land Agents.
- Collocation/ BTS – support the acquisition of consents for the delivery of collocation and BTS projects within process timelines.
- Lease Management - ensure Company's compliance in a professional manner with obligations of all landlord leases including payments, reviews, renewals, etc.
- Develop, manage and implement the appropriate systems and processes for all external and internal members of the Company's Property Management function to execute. These include Lease Extensions, renewals, 'buy down's and other similar activities.
- Ensure continuous improvement in Landlord relationship with the Company.
- Proactively manage all consent and land title disputes.
- Provide a proactive approach to the management of the Property's at Risk register.
- Drive the shift towards electronic payments for all landlord rents.
- Property Management Desk - ensure active management of the tickets escalated in Footprints particularly on VIP sites.
- Data Management - responsible for the integrity of Property Management Manager data, monitoring compliance with document storage and the unit's regression testing, etc.
- Processes & Controls - ensure compliance with processes and undertake continuous improvement of the same.
- Reporting- internal reporting to Management on department's performance.
- Other projects and duties as assigned.

GENERAL RESPONSIBILITIES:

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

SUPERVISORY RESPONSIBILITIES:

- Work with Talent Acquisition to recruit, interview, select, hire, and employ a talented and diverse group of high performing team members.
- Provide oversight and direction to team members in accordance with the organization's policies and procedures.
- Coach, mentor and develop team members, including overseeing new team member on-boarding and providing career development planning and growth opportunities.
- Empower team members to take ownership of their job and goals. Delegate responsibilities as needed and provide routine constructive feedback on performance.
- Create a culture that is consistent with the organizations focus on team member engagement and that aligns with the organizations mission, vision and values.
- Lead team members using a performance management and development focused approach to assist in goal setting, two-way feedback, and performance development planning.
- Lead team members to meet the organization's expectations for productivity, quality, and goal accomplishment.

HR RELATED ISSUES:

- Ensure positive team actions under any circumstances.
- Ensure ongoing feedback is provided and corrective action is taken where required.
- Focus on solutions not problems.
- Ensure that appearance and behavior is always in line with the Company's policies and other guidelines.
- In a timely manner, escalate matters as appropriate to the line manager and/or the escalation matrix stipulated in the relevant Company / Group policy.

HSSE AWARENESS AND ACTION

- Ensure that own vehicle and other company equipment is operated in line with health and safety guidelines.
- Raise any HSSE deviations and/or perceived problems / concerns to the urgent attention of senior management.
- Ensure that all officers within the department comply with the Organisation's health and safety

Education & Qualifications

- Bachelor's degree in Land Management/ Development and Planning, Estate Management.
- Advanced degree is an advantage.
- Preferably 8+ years' work experience in Telecommunications Site Acquisition/ Property Management.
- 3+ years' leadership / Management experience with proven track record of either reporting to CEO / C-Level, or equivalent.
- Demonstrated knowledge and intermediate proficiency working with Microsoft Office Suite software including Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook.

Requirements

- Ability to read and interpreted legal documents; ground leases, legal descriptions, survey, block plans, easements, purchase contracts, etc.
- Demonstrated success in identifying and synthesizing customer needs into a concise, clear and influential presentation. Can teach others how to do so as well.
- Ability to work effectively across many internal functional groups to optimize product offerings, create a seamless customer experience and resolve issues.
- Ability to identify strong talent and build individual and management capability.
- Ability to drive work both independently toward the successful attainment of set goal and as part of a team to leverage input and knowledge base of others within the company in providing well rounded and thoughtful solution sets.
- Ability to identify key contacts for follow up; excellent ability to communicate project status updates to team and cross-functionally to ensure understanding.

Characteristics

- 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 high quality solutions.
- Excellent planning skills; Ability to effectively manage priorities for self and team to meet business requirements and deadlines in a dynamic and fast paced environment.
- Excellent leadership skills; Ability to drive and motivate team to achieve results; Ability to influence and inspire action.
- Excellent strategic and problem-solving skills to effectively influence decision making in key negotiations.

Reporting To

Chief Executive Officer

Driving Licence

Not Required

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