

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely '*people-centred and engaged*' and '*innovative and entrepreneurial*'. These are interwoven intrinsically by a number of double pairs consisting of '*values and principles*' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

## Real Estate Management

### Post - Specialist: Property Management (Ref: R248)

#### Minimum Requirements:

- Diploma or Degree in Real Estate, Business Administration, Public Administration, Accounting or Finance
- Proven work experience as a Property Manager (Minimum of 5 years)
- Must have a valid Real Estate Agent/ Broker License
- Must have a driver's license

#### Key Competencies:

- Customer service and interpersonal skills needed to meet with prospective and current tenants.
- Good verbal communication
- Attention to detail to ensure applications are accurate and tenant issues or questions are adequately addressed.
- Organization and the ability to multitask efficiently.
- Problem-solving to find effective solutions for a variety of potential issues.
- Well organized with excellent time management skills.

## Training & Knowledge:

- Knowledge of basic accounting, rental contracts and property laws
- Full understanding of property management and its financial aspects
- In depth knowledge of all rules and regulations surrounding property management
- Competency in MS Office and relevant databases and software

## Duties (but not limited to):

- Manage all aspects of assigned properties.
- Design business plans for assigned properties that suit customers' needs.
- Inspect and arrange maintenance to meet standards.
- Maintain a positive, productive relationship with tenants.
- Negotiate lease/contracts with contractors in a timely and reliable manner.
- Regular communications with Leasing Agents about current vacancies or prospective tenants.
- Advertise and market vacant spaces to attract tenants.
- Collect receivable accounts and handle operating expenses.
- Develop and manage annual budgets by forecasting requirements and analyzing variances, data and trends.
- Oversee properties' personnel and assess its performance.
- Accomplish financial goals and report periodically on financial performance.
- Source and build relationships with prospective clients to expand business opportunities.
- Take calls from current tenants and answer questions about maintenance repairs or payment options.
- Visit rental properties and perform inspections of the interior or exterior of the building.
- Use downtime in their office to schedule maintenance repairs and research potential changes to housing laws and regulations.
- Property Managers may receive calls after business hours if one of their rental properties experiences a water leak or another serious problem

## Salary: Market related

**Contact Person:** Miss ZJ Ngcobo

**Status of Position:** Permanent

## To Apply:

Preferably you may apply via LinkedIn by sending a completed official application for employment form which can be found on DUT website. Please send form together with detailed CV, copies of ID, qualifications and a covering letter with the exact name and reference number of the post you are applying for **OR** you may email the above listed documents to [HCSRecruitment@dut.ac.za](mailto:HCSRecruitment@dut.ac.za). Please note that you do not have to use more than one method of applying.

## Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

**Closing date: 29<sup>th</sup> August 2023 @ 16:00pm**

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.