



## EXTERNAL ADVERTISEMENT

Mpumalanga Economic Growth Agency (MEGA) is a Schedule 3D public entity of government in terms of the Public Finance Management Act, established by MEGA Act No 1 of 2010 under the executing authority of the Mpumalanga Department of Economic Development and Tourism (DEDT). The entity is mandated to champion sustainable economic development investments and empowerment projects that transform the lives of the people, reduce poverty, unemployment, and redress human settlement inequalities in Mpumalanga Province. MEGA is an entity undergoing organizational repositioning and transformation to implement the economic investment and empowerment strategy of the Mpumalanga Provincial Government.

**MEGA seeks to recruit suitably qualified individual to fill the following position:**

### 1. POSITION: MANAGER – PROPERTIES MANAGEMENT (Mbombela)

<b>Reference code</b>	<b>PROP2022/11/01</b>
<b>Type of employment</b>	<b>PERMANENT</b>
<b>Objective</b>	To manage and direct the implementation of the property management strategy of MEGA focusing on leasing, billing and overall management of MEGA leased properties.
<b>Required minimum qualification</b>	<ul style="list-style-type: none"> <li>• BSC in Quantity Surveying, Construction or Construction Management and post graduate qualification in Facilities Management or an equivalent qualification</li> <li>• An MBA or equivalent qualification will be an added advantage</li> </ul>
<b>Graded</b>	D2
<b>Required minimum work experience</b>	<ul style="list-style-type: none"> <li>• 4-6 years' experience within the Property and / Facilities Management field</li> <li>• 4 years' experience managing multiple commercial properties and facilities / project management experience in the property environment</li> </ul>

**Key Performance Areas and Outputs**

1. Provide properties management service through:
  - Provision of research data that will inform the property management approach to the portfolio; Facilitation of the implementation of a property and portfolio management strategy in line with MEGA's Corporate Strategy;
  - Monitoring the performance of the portfolio in line with established benchmarks; and
  - Developing all compliance documents related to property development and management.
2. Direct the leasing function by:
  - Gathering information about property market competition in the area to base the property management plan implementation;
  - Utilizing marketing strategies to secure prospective tenants;
  - Marketing the property portfolio to attract tenants;
  - Ensuring that MEGA properties are leased out to their fullest capacity;
  - Entering into leases to generate market related rentals;
  - Ensuring that leasing contracts are managed in a manner that guarantees effectiveness;
  - Operating the properties in the best interest of MEGA and ensure profitability.
3. Retain residents and / or tenants through:
  - Ensuring optimum operational management in managing properties;
  - Preparation and implement procedures and systems within MEGA guidelines to ensure orderly, efficient workflow;
  - Development and implementation of resident retention programs;
  - Undertaking credible Client Relations;
  - Representing MEGA in a professional manner at all the times; and
  - Liaising with relevant MEGA structures to ensure professional tenants experience and that high level of service delivery is maintained.
4. Generate revenue by:
  - Gathering market information to develop appropriate budget for the property management portfolio;
  - Ensuring that billing of tenants is as per lease agreement;
  - Collecting the revenue due from the tenants at agreed upon intervals;
  - Ensuring all administrative paperwork is accurate, complete and submitted on a timely basis;
  - Facilitating the development of leases / contracts for the applicable MEGA properties;

	<ul style="list-style-type: none"> <li>• Negotiating contracts to optimize delivery and cost saving through generating and presenting regular reports and reviews on financial performance;</li> <li>• Tracking facility-related budgets, finances, expenditures and purchases;</li> <li>• Managing and review service contracts to ensure facility management needs are being met;</li> <li>• Implementing best practice processes to increase efficiency</li> </ul> <p>5. Manages financial resources in an efficient and effective manner to avoid audit queries and to ensure that MEGA derives value for money through:</p> <ul style="list-style-type: none"> <li>• Sound planning and forecasting of capital expenditure within Property Management section;</li> <li>• Compilation of budget inputs in accordance with policies, procedures and legal requirements;</li> <li>• Managing costs against approved budget; and</li> <li>• Producing budget and compliance reports for relevant stakeholders.</li> </ul> <p>6. Lead and direct the Human Resources of the Business unit by:</p> <ul style="list-style-type: none"> <li>• Managing staff in the maintenance of buildings and grounds where applicable;</li> <li>• Manages the human resources through;</li> <li>• Clearly defined functions, roles and responsibilities with attainable performance indicators;</li> <li>• Implementation of the Performance Management System that ensures high performance in Properties Management;</li> <li>• Guides and coach the team so as to provide direction and nurture the development of the team members' competence and career growth;</li> <li>• Implements legislative management principles and procedures, and</li> <li>• Observation and adherence of labour relations guidelines and principles</li> </ul> <p>7. Perform additional duties or responsibilities, reasonably within the domain of the role profile, or in accordance with operational requirement.</p>
<p><b>Competencies</b></p>	

**Functional Knowledge**

- Extensive knowledge of the property industry within the Province
- Extensive knowledge of legislation and regulations guiding commercial property and rental industry
- In-depth understanding of Spatial Configuration guidelines and Ergonomics requirements thereof.
- Extensive knowledge and understanding of Corporate Governance and King Code 3
- Extensive knowledge and understanding of the PFMA and National Treasury
- Regulations, and other related legislation
- In-depth knowledge and understanding of risk management;
- Extensive knowledge and understanding of Business Analytic
- Broad understanding of the growth and development strategy and the role of development agencies
- Knowledge of the MEGA Act

**Behavioural Competencies**

**Benchmark**

**Leadership Competences**

- **Business Acumen:** Predicts future sources of profitability
- **Vision and Strategic Focus:** Shapes the vision and translates into strategic focus and implementation
- **Performance Enabler:** Provides and inculcates a high performance environment.
- **Emotional Intelligence:** Displays tenacity, expresses emotional intelligence and espoused values.
- **Alliance & Partnership Building:** Strategically networks to expand relationships and partnerships

Level 4  
Level 4  
Level 4  
Level 5  
Level 4

**Core Competencies**

- **Integrity and ethical behaviour:** Sets High ethical standards and leads by example.
- **Innovation and initiative:** Develop high-impact approaches through research.
- **Customer focus and loyalty:** Acts as trusted service provider/ advisor and monitor customer satisfaction.
- **High Performing Organisation:** Create performance and accountability culture and hold others accountable to it.
- **Organisational Commitment:** Shows extraordinary knowledge of MEGA as an organisation and model organisational commitment.
- **MEGA results focus:** Steadfast and relied upon by customers and internal team.

Level 5  
Level 5  
Level 5  
Level 5  
Level 5  
Level 5

<b>General Cluster</b>	<ul style="list-style-type: none"> <li>• <b>Project Management:</b> Co-ordinates and manages single to multiple projects successfully</li> </ul>	Level 4
	<ul style="list-style-type: none"> <li>• <b>Impact Communication:</b> Uses complex communication strategies to influence others; communicates emphatically and enthusiastically.</li> </ul>	Level 5
	<ul style="list-style-type: none"> <li>• <b>Financial Management:</b> Manage all financial resources actively, facilities and assets to ensure maximum benefit, value for money and manageable risks.</li> </ul>	Level 4
	<ul style="list-style-type: none"> <li>• <b>Commitment to learning:</b> Systematically apply personal learning and support others' development.</li> </ul>	Level 5

#### **SUBMISSION OF APPLICATIONS:**

***Interested candidates should submit an application stating reference number, a detailed CV, and copies of qualifications and identity document to Human Capital Management e-mail address: [recruits@mega.gov.za](mailto:recruits@mega.gov.za) or hand-deliver to Human Capital Management, MEGA Office Park, 02 Eastern Boulevard, Riverside Mbombela.***

#### **REMUNERATION**

MEGA offers a competitive remuneration and benefits package that may be negotiable based on qualifications, experience, and evidence of the current remuneration package of the successful candidate.

***Enquiries: Ms. Lindi Tshabalala, 013 492 5818, or Elsie Ramodike  
Closing date for applications: 10 February 2023 @ 16h00. No late application will be considered***

MEGA is an equal opportunity and affirmative action employer. Preference will be given to applicants whose appointment will advance and enhance the gender and racial representation of the entity, in accordance with its equity plan. Applicants who have not been contacted within 60 days of the closing date may assume that their applications have been unsuccessful.