



## 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 a suitably qualified individual to fill the following position:**

**1. POSITION: MANAGER – REGIONAL PROPERTY AND FACILITIES MANAGEMENT**

**(Nkangala Region)**

<b>Reference code</b>	<b>PROP2026/01/01</b>
<b>Type of employment</b>	<b>PERMANENT</b>
<b>Objective</b>	To manage and direct the implementation of the property and facilities management strategy of MEGA, focusing on revenue generation through leasing and/or the sale of utility services, undertaking maintenance and overall management of MEGA-owned or controlled fixed properties that are located within the region deployed in.
<b>Required minimum qualification</b>	<ul style="list-style-type: none"><li>• BSc in Quantity Surveying / Architecture / Building Science / Construction or Construction Management / Real Estate / Property and Facilities Management.</li><li>• A postgraduate qualification in the above disciplines or registration as a professional in terms of legislation governing any of the built-environment professions listed above will be an added advantage</li></ul>

<b>Graded</b>	D2
<b>Total Remuneration</b>	R 997 195.65 - R 1 121 864.00 per annum
<b>Required minimum work experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years of experience within the property and facilities management field.</li> <li>• 5 years' experience managing multiple commercial properties and facilities/project management experience in the property environment</li> </ul>
<b>Key Performance Areas</b>	<ol style="list-style-type: none"> <li>1. Provide facilities and property management services through: <ul style="list-style-type: none"> <li>• Provision of research data that will inform the property and facilities management approach to the regional property portfolio;</li> <li>• Facilitation of the implementation of a property and portfolio management strategy in line with MEGA's Corporate Strategy;</li> <li>• Ensuring adherence to policies and legislation governing property and facilities management with MEGA;</li> <li>• Monitoring the performance of the portfolio in line with established benchmarks;</li> <li>• Developing all compliance documents related to facilities and property development within a specific region;</li> <li>• Tracking facility-related budgets, finances, expenditures and purchases;</li> <li>• Generating and presenting regular reports and reviews on financial performances, and/or as required by senior management;</li> <li>• Liaising with other regions, sections and divisions within MEGA on matters that affect the property portfolio under management so as to ensure integration and coordinated effort.</li> </ul> </li> </ol>

<p>2. Direct the leasing function at the region by:</p> <ul style="list-style-type: none"> <li>• Gathering information about property market competition in the area/region to base the property management plan implementation;</li> <li>• Utilizing marketing strategies to secure prospective tenants;</li> <li>• Marketing the property portfolio to attract tenants;</li> <li>• Ensuring that MEGA properties are leased out to their fullest potential and/or capacity;</li> <li>• Entering into leases to generate market-related rentals;</li> <li>• Ensuring that all occupants of MEGA properties within the region have valid lease agreements;</li> <li>• Ensuring adherence of lease terms and conditions by all tenants;</li> <li>• Operating the properties in the best interest of MEGA and ensuring profitability.</li> </ul>	<p>3. Retain tenants through:</p> <ul style="list-style-type: none"> <li>• Ensuring that the regional property portfolio is properly maintained;</li> <li>• Preparing and implementing procedures and systems within MEGA guidelines to ensure orderly, efficient workflow;</li> <li>• Development and implementation of resident retention programs;</li> <li>• Undertaking credible client relations;</li> <li>• Representing MEGA in a professional manner at all times; and</li> <li>• Liaising with relevant MEGA structures to ensure a professional tenants' experience and that a high level of service delivery is maintained.</li> </ul>
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	<p>4. Generate revenue by:</p> <ul style="list-style-type: none"> <li>• Gathering market information to develop an appropriate budget for the property management portfolio;</li> <li>• Ensuring that all tenants have valid leases and are billed as per the lease agreement;</li> <li>• Ensure that rental charged are market-related and that properties are maintained and kept in a condition that renders them leasable/usable at all times;</li> <li>• Ensuring that systems are in place for effective life cycle management at the regional level;</li> <li>• Ensuring all administrative paperwork is accurate, complete and submitted on a timely basis;</li> <li>• Facilitating the development of various types of leases/contracts for the applicable MEGA properties;</li> <li>• Negotiating lease contracts to optimize revenue generation and achieve cost savings where possible</li> <li>• Managing and reviewing 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 and operating expenditure associated with the regional property portfolio</li> <li>• Compilation of budget inputs in accordance with policies, procedures and legal requirements;</li> <li>• Managing costs against the 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 region by:</p> <ul style="list-style-type: none"> <li>• Managing staff in the maintenance of buildings and grounds (where applicable) effectively;</li> <li>• Managing the region's human resources through clearly defined functions, roles and responsibilities with attainable performance indicators;</li> <li>• Implementing a regional office Performance Management System that ensures high performance;</li> <li>• Guiding and coaching the regional team so as to provide direction and nurture the development of the team members' competence and career growth;</li> <li>• Implementing legislative management principles and procedures; and</li> <li>• Observation and adherence to labour relations guidelines and principles.</li> </ul>
	<p>7. Ensure financial and economic sustainability of the property portfolio by:</p> <ul style="list-style-type: none"> <li>• Setting realistic and achievable financial performance goals for the regional property portfolio;</li> <li>• Ensuring that the regional property portfolio generates sufficient revenue to cover the costs of operations at all times;</li> <li>• Ensuring that the operating costs are minimised and returns are optimised</li> <li>• Identifying opportunities for affordable development and/or redevelopment funding, and pro-actively taking steps to facilitate the securing of such funding (in order to advance upgrading, renovations and refurbishments objectives linked to the property portfolio under management).</li> </ul>
	<p>8. Perform additional duties or responsibilities, reasonably within the domain of the role profile, or in accordance with operational requirement and as directed by the senior management.</p>
	<p><b>Competencies</b></p>

<b>Functional Knowledge</b>	<ul style="list-style-type: none"> <li>Extensive knowledge of the property industry within the province and within South Africa</li> <li>Extensive knowledge of building legislation and regulations, as well as those guiding commercial property and real estate rental industry</li> <li>In-depth understanding of spatial planning principles, environmental management and land use management systems in South Africa and specifically at the municipal level;</li> <li>Extensive knowledge and understanding of Corporate Governance</li> <li>Extensive knowledge and understanding of the PFMA and National Treasury Regulations, and other related legislation</li> <li>In-depth knowledge and understanding of risk management;</li> <li>Extensive knowledge and understanding of Business Analytic</li> <li>Broad understanding of the role of development agencies and how they relate to Government in South Africa (irrespective of the sphere within which they are located);</li> <li>Knowledge of the MEGA Act</li> </ul>	
	<b>Behavioural Competences</b>	<b>Benchmark</b>
<b>Leadership Competencies</b>	<b>Business Acumen:</b> Predicts future sources of profitability	Level 4
	<b>Vision and Strategic Focus:</b> Shapes the vision and translates into strategic focus and implementation	Level 4
	<b>Performance Enabler:</b> Provides and inculcates a high performance environment.	Level 4
	<b>Emotional Intelligence:</b> Displays tenacity, expresses emotional intelligence and espoused values.	Level 5
	<b>Alliance &amp; Partnership Building:</b> Strategically networks to expand relationships and partnerships	Level 4
<b>Core Competencies Cluster</b>	<b>Integrity and ethical behaviour:</b> Sets High ethical standards and leads by example.	Level 5
	<b>Innovation and initiative:</b> Develops high-impact approaches through research.	Level 5

	<b>Customer focus and loyalty:</b> Acts as trusted service provider/ advisor and monitors customer satisfaction.	Level 5
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<b>General Cluster</b>	<b>High-Performing Organisation:</b> Creates performance and accountability culture and holds others accountable to it.	Level 5
	<b>Organisational Commitment:</b> Shows extraordinary knowledge of MEGA as an organisation and models organisational commitment.	Level 5
	<b>MEGA results focus:</b> Steadfast and relied upon by customers and internal team.	Level 5
	<b>Project Management:</b> Co-ordinates and manages single to multiple projects successfully	Level 4
	<b>Impact Communication:</b> Uses complex communication strategies to influence others; communicates emphatically and enthusiastically.	Level 5
	<b>Financial Management:</b> Manages all financial resources actively, facilities, and assets to ensure maximum benefit, value for money, and manageable risks.	Level 4
	<b>Commitment to Learning:</b> Systematically applies personal learning and supports others' development.	Level 5

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

*Interested candidates should submit an application stating a reference number, a detailed CV, and copies of qualifications and identity document to the Human Capital Management e-mail address: [recruits@mega.gov.za](mailto:recruits@mega.gov.za) .*

#### **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: Elsie Ramodike, 013 492 5818, or Mthokozisi Manzini***

***Closing date for applications: 13 February 2026 @ 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.

