



**SOLOMON ISLANDS NATIONAL PROVIDENT FUND**

**VACANCY NOTICE NO. 05/2018**

**POSITION: MANAGER PROPERTY ASSETS**

The Solomon Islands National Provident Fund Board invites applications from suitably qualified persons for the position of Manager Property Assets. This is a senior management level position, and such person will be answerable to the General Manager/Chief Executive Officer.

The Manager, Property Assets (MPA) is entrusted with the responsibility of overseeing substantial investments in property, human resources, budgets, buildings facilities and equipment. The PM will direct and/or oversee the operations which includes; property management team, budget administration, procurement and contract administration, maintenance, energy and water management and sustainability, marketing, construction, security, leasing and lease administration, tenant relations, insurance, and reporting. The Manager Property Assets will work closely and collaboratively with the Manager Investment (MI) on all property investment portfolios and asset allocation.

**Key Roles and Responsibilities**

- Effectively manage the Property Department to achieve the annual plans according to the Fund's approved 5 year rolling plan programmes through the development and effective implementation of property asset portfolio management program to achieve quality standard and investment returns;
- Manage and mitigate associated identified risks as summarised in the SINPF Risk Management Matrix.
- Prepare relevant CAPEX components of the Annual Procurement Plan for annual budget approval purposes.
- Provide leadership and management through team building efforts, mentoring and coaching of departmental staff.
- Ensure a Fund's commercial and residential properties are maintained to highest standard and thus provide tenants' satisfaction and better return to the Fund;
- Prepare & provide technical advice and supervision of department staff approved KPIs and ensure timely delivery of targets;
- Organize and facilitate weekly meetings on activity based matrix with subordinates to provide updates and get feedbacks on matters relating to the Property Assets portfolio;
- Prepare relevant documentation for procurement of: services, works, consulting and non-consulting services in consultation with relevant departments (Major/Minor R&M/New Investment Projects/Annual Servicing contracts) in compliance with SINPF procurement policies, processes and guidelines;
- Formulate, execute open/direct tenders and negotiate with genuine contactors to undertake maintenance and refurbishment works high quality standard (within SINPF relevant financial delegated thresholds);

- Carry out regular inspections, scoping and monitor work-in-progress on developmental and refurbishment/maintenance work undertaken;
- Ensure the generators, air-conditions, fire prevention equipment, machines, lifts and electrical are effectively working and maintained on regular basis;
- Liaise with Human Resources & Corporate Services Department for the purchase and/or replacement of new furniture and equipment/tools to be used by property department tradesmen
- Assist with land acquisition and valuation for property development for investment and/or use by the Fund;
- Ensure effective and efficient management and control of capex/expenditures, maximize revenues and strictly adherence to budgeted cost parameters (management of an annual capital works programme for major and minor repair and maintenance);
- Preparation of relevant proposals/submissions with practical recommendations for Sub-Board Committee - Investment and Credit Committee (ICC) and Property Infrastructure and Technical Committee (PITC), a subcommittee of the ICC for Board consideration;
- Work with the Property Asset personnel to ensure reports produced on timely basis pertinent to rental/income activity and deliver quarterly reports to the PITC, ICC and the Board;
- Develop and/or update appropriate Departmental policies, strategies and plans related to property development and refurbishment of commercial and residential properties;
- Undertake forward planning to identify, select and recommend new innovative solutions/ideas/methods/technologies to improve the properties to sustain quality standard;
- Ensure the human resources capacity (skills, knowledge and competencies) is better equipped to meet new challenges with the intention to drive and improve work standard efficiencies envisaged to be undertaken;
- Perform other duties as may be directed or assigned by General Manager & Chief Executive Officer and/or the Board.

### **Qualifications**

1. Minimum Bachelor Degree in any disciplines in engineering, architectural, quantity survey, and project management
2. Been a Manager at Senior Management Level with minimum of at least three (3) years working experience in property management and development.
3. Must be able to work with minimal supervision.
4. Must be able to successfully lead a team and
5. Must be a good team player.

### **Conditions of Service**

- (a) Attractive remuneration and benefit package is offered will be offered;
- (b) Housing may be provided;
- (c) Annual leave entitlements will be provided.

## **Applications**

Written applications with copies of qualifications (certified), CV and names of two (2) professional referees to be addressed to:

### **Vacancy Notice No. 05/2018**

The Board Secretary  
Solomon Islands National Provident Fund Board  
Level 4 NPF Building  
PO Box 619  
Honiara

Or via email to: [ralepio@sinfo.org.sb](mailto:ralepio@sinfo.org.sb)

Closing date for applications is Friday 8th December 2018.