

Exciting career opportunity



Real Estate Officer

Reports to: Finance and Administration Manager

Job ref: ASGF/004

Department: ASG Foundation

Job / Role Purpose:

The Real Estate Officer will be responsible for property management of ASG Foundation property and will provide day-to-day property management services and facilitate interactions with ASG Foundation property clients/tenants.

Key duties and responsibilities

- Act as the ASG Foundation's primary point of contact and representative for all real estate project-related matters.
- Interface with ASG Foundation building clients to assess space requirements and identify suitable space options and facilitate inspections by the clients.
- Oversee property management of ASG Foundation building and ensure that required services contracts for, property servicing, maintenance, and repairs, cleaning, security, landscape, etc are in place.
- Facilitate negotiations and preparation of lease agreements, amendments, renewals, and other real property legal documents, in conformance with ASG Foundation property requirements; reviews expiration dates for leases, to ensure compliance with lease documents, critical notification dates, and client needs.
- Be the administrator in the property management office and handle property occupants/clients' complaints/ enquiries and provide appropriate follow up and solutions to the issues raised.
- Notify property occupants/ clients of required inspections and ensure necessary inspections of the property are conducted.
- Ensure timely billing of clients and follow up of collections. Work with finance team to ensure that client accounts are appropriately and timely updated.
- Manages construction, modification, and renovation of space, including technical guidance on of scope of work, hiring architects and engineers, obtaining contractor bids, and construction oversight as appropriate.
- Plan and manage property development, tenant improvements, and other associated projects like infrastructure planning and design and site development construction.
- Coordinate with stakeholders to obtain necessary permits and approvals for the construction/renovation project.
- Monitor construction progress and resolve any issues or conflicts that may arise throughout the project lifecycle.
- Conduct regular site visits and inspections to ensure real estate project activities align with project plans and specifications.
- Facilitate effective communication and coordination between all stakeholders, including holding regular project meetings and providing timely reports to the line manager.
- Identify and mitigate potential real estate project risks and provide proactive solutions.
- Ensure all relevant documentation, such as contracts, permits, and project reports, are accurately maintained and archived.
- Perform other work-related ad hoc duties as may be requested by the supervisor from time to time.

Expected Outputs/ Deliverables

- Property management plans
- Customer care and marketing for property

- Property management office established.
- Client matters timely handled and addressed.
- Property service contracts in place for maintenance, repairs, cleaning, security, landscape, etc
- Client billings and collections
- Renovation/property improvement plans in place and implemented.
- Supervision reports for real estate projects.
- Permits
- Approval of change orders, Project expense reports
- Site visit inspection reports
- Technical support to ASG establishment

Educational Requirements and related Job Experience

Bachelor's degree in real estate management, or Construction management, civil engineering or a related field, with at least 5 years of proven working experience in Real estate management or construction projects, with project management experience or Advanced Diploma in construction, plumbing, electrical engineering with 10 years of proven working experience in Real estate management or construction projects, with project management experience.

Required Technical Knowledge/Behavioural Skills

- Demonstrated knowledge in real estate management.
- Strong interpersonal and communication skills and ability to establish effective business relationships with clients.
- Skill in organizing resources and establishing priorities.
- Knowledge of project management principles, practices, techniques, and tools.
- Knowledge of marketing strategies, processes, and available resources.
- Knowledge of business practices and procedures.
- Knowledge of real estate, property management, development, and construction principles and techniques.
- Knowledge of general maintenance requirements for public buildings.
- Organizing and coordinating skills.
- Ability to foster a cooperative work environment.
- Ability to negotiate and manage contractual arrangements.
- Knowledge of budget preparation, cost estimating and monitoring.
- Research, analytical, and critical thinking skills.
- Good communication skills.
- Self-drive
- problem-solving and decision-making abilities.
- Proactive approach and excellent attention to detail.
- Strong leadership skills and the ability to work effectively as part of a team

Terms of Employment and Remuneration

- You will sign an employment contract with the ASG Foundation and be a member of leadership team of the ASG Foundation.
- The work will be carried out in Kigali.
- Competitive salary with comprehensive healthcare.

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for any of the roles, please complete and submit your application via the following link: **Application Form for ASGF Staff Recruitment**. All applications must be submitted via the online application form at this link.

Please note that only shortlisted candidates will be contacted.