

NATIONAL SPORTS COUNCIL

VACANCY

Applications are invited from suitably qualified and experienced persons for the temporary post of **Property Manager**, National Sports Council.

Duties:

1. Issue correspondence to tenants requiring settlement of arrears.
2. Continuously reassess Crown properties to ensure that they are insured at their reinstatement value.
3. Liaise with insurers and occupying agencies with respect to insurance claims and other insurance related matters.
4. Assist with the inspection and assessment of Crown-owned properties and other properties for rent or lease.
5. Undertake research relating to title deeds and present findings in a coherent manner.
6. Assist with the preparation of draft Cabinet Papers with respect to the rental and disposition of property.
7. Represent the Council at high water mark surveys.
8. Participate in various meetings, including site meetings.
9. Prepare applications to the Chief Town Planner and the Director, Environmental Protection Department with respect to change of use, erection of structures and change of office layouts.
10. Assess and comment on development proposals that affect or utilise Crown lands.
11. Inspect on every quarter Crown or leased properties to ensure that it complies with the requirements of the Safety and Health at Work Act.
12. Assist with the arrangement of office accommodation for government agencies and other selected regional and international agencies with Headquarters' Agreements.
13. Conduct performance appraisals for officers within span of control in accordance with the Performance Review and Development System (PRDS) Standards and Guidelines.
14. Perform any other relevant duties as assigned by the Director of Sports.

Qualifications & Experience:

1. A degree in Estate Management or in a related discipline; and
2. Not less than two (2) years' relevant experience;
3. Membership of the RICS or similar professional body would be an asset.

Applications with curriculum vitae and two (2) recent testimonials should be submitted to the Chairman, National Sports Council, Garfield Sobers Sports Complex, Wildey, St. Michael to reach him no later than 4:00 p.m. on Friday September 17, 2021.