

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

Leasing Specialist

About the job:

The CSIR has a vacancy for a **Leasing Specialist** in Facilities Management who will be responsible for the management of CSIR properties and accommodation needs, manage the activities that are necessary to plan and control the effective and efficient use of the CSIR properties as well as address CSIR accommodation needs. This position is based in Pretoria.

Key responsibilities:

- Formulate, implement and manage the CSIR's leasing strategy to enhance strategic relationships and maximize rental income;
- Assist in the preparation of the Properties Business Plan;
- Prepare annual budgets and forecasts;
- Administer the billing and collection of rent and deposits;
- Manage and minimize rental arrears;
- Review and minimise operating cost;
- Lease property portfolio to maximize rental income and reduce vacancies;
- Provide information about rental opportunities to potential tenants;
- Meet with potential tenants to view accommodation on CSIR campus;
- Administer and maintain a proper record of lease agreements;
- Handle day to day queries to ensure effective tenant relationship management;
- Ensure regular inspection of properties;
- Recommend upgrades of leased premises where necessary;
- Conduct market research and benchmarking exercises, analyze market information and advise on the latest trends;
- Ensure tenants comply with CSIR regulations and policies;
- Manage rental arrears, manage all property and lease related payments, create and maintain recurring rent schedules, security deposit information ; and
- Prepare variance reports and reconciliations as needed.

Qualifications, skills and experience:

- A National Diploma in real estate or property management qualification with at least eight years relevant experience in leasing/real estate/property management
- A SAPOA certificate in property management will be advantageous;
- Understanding of corporate real estate and facilities management;
- Knowledge of CAFM systems i.e. Archibus, Tririga particularly real estate/property management application;
- Knowledge of commercial leasing and applicable compliance regulations;

- Excellent presentation skills with strong knowledge of leasing best practice;
- Familiar with property and tenancy legislation and related knowledge;
- Well organized with good communication and interpersonal skills;
- Basic financial management skills;
- Self-motivated and work with minimal supervision; and
- Service oriented skills.

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number in the subject line, **(eg. John Smith: Leasing Specialist: Reference No: 309628)**

Closing date: 15 December 2018

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***