

**MINISTRY OF LABOUR AND SOCIAL SECURITY
NATIONAL INSURANCE FUND
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Lease Administration Manager
JOB GRADE:	GMG/SEG 2
POST NUMBER:	68661
DEPARTMENT:	Real Estate Portfolio, National Insurance Investment Secretariat
REPORTS TO:	Director, Real Estate
ACCOUNTABLE TO:	Property Manager
MANAGES:	N/A

This document is validated as an accurate and true description of the job as signified below.

Employee

Date

Head of Division/Un

Date

Date received in HRM&D Division

Date created/revised

JOB PURPOSE

To manage the property administration function of the Real Estate Branch pursuant to the objective of optimising returns on the National Insurance Fund's investment in the properties.

KEY OUTPUTS

- New rent/lease agreements negotiated
- Comprehensive review of leases/tenancy agreements conducted
- Rent Roll updated monthly and tenants billed for rent and maintenance
- Rent, maintenance and any other financial charge under the lease agreement, collected
- Leases reviewed and renewed
- Property reports and schedules prepared and updated
- Annual property insurance renewal effected

RESPONSIBILITY AREAS

- Prepares Heads of Agreements/Lease Proposals by formulating terms and conditions of leases;
- Assists the Director, Real Estate, in negotiating tenancy agreements. Makes necessary arrangements for preparation of new leases and/or renewal of existing leases;
- Instructs and liaises with attorneys and other professionals;
- Prepares and manages rent roll;
- Organizes and monitors rent collection process and ensures that the rent and maintenance charges are collected and receipted on a timely basis;
- Conducts comprehensive review of leases/tenancy agreements, prepares and monitor monthly lease schedule;
- Participates in the preparation and review of the Real Estate Branch's operational plan and the annual capital and operating budget for the properties;
- Reviews all tenant delinquent accounts and takes action to address and minimize delinquency;
- Attends court when required as NIF witness in delinquency claim cases and other litigation matters;
- Certifies rent and maintenance invoices for monthly dispatch;
- Assists the Director, Real Estate in carrying out the annual review of property insurance portfolio;
- Administers annually the insurance portfolio;
- Assists in facilitating property viewing and provision of property data to prospective tenants; marketing of buildings to minimize voids and maximize returns;
- Conducts meetings with tenants ;
- Provides timely and effective communication with tenants regarding issues pertinent to the tenancy and ensuring that satisfactory landlord-tenant relationship is maintained;
- Prepares reports for National Insurance Board;
- Assists in drafting Cabinet Submissions and other documents;
- Oversees proper document storage and maintenance of portfolio records;
- Assists in the administration of property acquisitions and disposals;

- Reviews Leases after they are drafted by Attorneys, to ensure that all relevant tenant and landlord covenants are incorporated;
- Reviews, analyses and manages Tenants' Statements of Accounts;
- Provides effective liaison with tenants, attorneys, real estate Industry players, and other professionals within and outside of the organization;

PERFORMANCE STANDARDS

- Lease Proposals / Heads of Agreements prepared and finalized before commencement dates of tenancy.
- Comprehensive review of leases/tenancy agreements, conducted within agreed time frame
- Rent Roll updated monthly and tenants are billed for rent and maintenance as scheduled
- Rent maintenance and any other financial charge under the lease agreement, collected and/or enforcement action taken
- Leases reviewed and renewed as scheduled
- Property reports and schedules prepared and updated within specified timeframe
- Annual property insurance renewal effected one month prior to expiration of insurance

CONTACT	Nature of Contact
<u>Internal</u>	
Labour & Social Security Officers	Tenancy, rent, collections, audit queries
Finance and Accounts Branch, NIF	Issues related to invoices and rental payments
Equity Portfolio Branch, NIF	Issues related to interest, dividend and loan payments

<u>External</u>	
Ministry of Finance & Planning	Policy guidelines on insurance tendering & placement
National Land Agency	Rent & market valuation and legal documents
Real Estate Brokers	Properties being marketed for sale and /or lease
Real Estate Board	Guidance/information on real estate regulatory policies
Rent Assessment Board	Request for exception certificates
Attorneys-at-Law	Lease and civil suit

MINIMUM REQUIREMENTS

(a) Specific Knowledge

- Good knowledge of the laws and regulations relating to the real estate, finance and the insurance industry
- General understanding/knowledge of the legal and administrative requirements of lease
- Ability to understand and analyse Accounting Reports/Statements
- In-depth knowledge of the Government Procurement Policy
- Sound knowledge of the Built Environment

(b) Required Skills and Specialised Techniques

- Proficiency with computer applications such as Microsoft office suite, to include word processing and spreadsheet
- Excellent oral, written communication and interpersonal skills
- Excellent organizing skills
- Ability to multi-task
- Excellent negotiating and analytical skills

(c) Qualification and Experience

- Bachelors degree in Land Economy and Valuation Surveying OR Property Management OR any other equivalent qualifications
- Three (3) years experience in real estate management or at the middle management level

WORKING CONDITIONS

1. long working hours extending over weekends,
2. travelling for long distances
3. associated challenging physical environments.

AUTHORITY TO:

- Recommend prospective Lessees
- Prepare and sign lease proposals
- Certify monthly tenant invoice batch
- Recommend Invoices for payment
- Recommend debt settlement arrangements with tenants