



DATE ADVERTISED: 14 JULY 2025

VACANCY

SENIOR MANAGER – LEASEHOLD

GRADE 19 (TOTAL COST TO COMPANY)

5 YEAR FIXED TERM CONTRACT

The incumbent shall be responsible for providing leadership and management of the ECDC's overall leasehold portfolio in line with the organisation's property management and leasehold policies, strategy and practice, and in keeping with the financial sustainability objectives and strategic mandate of the Corporation. The role entails directing and exercising oversight on operational leasehold and revenue collection plans; leasehold processes, practices and systems; as well as leasehold risk, compliance and governance arrangements. The incumbent shall also take responsibility for the overall performance of the lease portfolio as well as monitoring and reporting on all leasehold related matters including regional office performance, levels of lease rental collections, management of clients, handling of debt collection, as well as ensuring of effective arrangements relating to legal processes for dealing with non-payers.

MINIMUM REQUIREMENTS

- ❖ A bachelor's degree in commerce/ property management/legal or relevant field and a relevant post graduate qualification and NQF level 8 or above.
- ❖ A minimum of 10 years relevant experience in the property management at management or senior consultant level of which at least 3 years must be in leasehold management or similar role.

The candidate must possess the following competencies among other:

- ❖ An in-depth understanding of property management dynamics
- ❖ Advanced management and administration skills
- ❖ Experience of working in multi-cultural and diverse teams

This is a five-year fixed term contract position, and the successful candidate will be subjected to signing of a performance contract and verification of qualification. If you have not been contacted within 8 weeks after the closing date of the advertisement, please regard your application as unsuccessful.

In making these appointments, the ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies, and plans.

Please send your detailed CV and certified copies of qualifications to The Human Resources Department

Tel: (043) 704 5620

Email: humanresources@ecdc.co.za

Closing date: 28 JULY 2025

Head office: **EAST LONDON** T: (+27) 043 704 5646 • **GQEBERHA** T: (+27) 041 373 8260 • **KOMANI** T: (+27) 045 838 1910
MTHATHA T: (+27) 047 501 2200 • **BUTTERWORTH** T: (+27) 047 401 2700 **Satellite offices:** **ZWELITSHA** T: (+27) 063 501 0920
• **MOUNT AYLIFF** T: (+27) 039 254 6500 • **MALETSWAI** T: (+27) 064 751 8105 • **GRAAFF-REINET**: (+27) 071 859 6520

Board Members: V Jarana (Chairperson) • A Wakaba (CEO) • T Cumming • B Mhlubulwana • M Makamba • N Pietersen • S Siko • X Titus • P Makhetha-Kosi • N Mheshe Z Thomas (Company Secretary)