

SENIOR MANAGER: REVENUE & PROPERTY MANAGEMENT

**Salary: (T17/D4) R98 927.40 per month
(Total Cost to Company)**

JOB PURPOSE

To provide strategic leadership and co-ordination of property management unit and implementing the entity's strategy through coordinating property leasing, developmental planning, sourcing of budgets, tenant compliance management and overseeing the management of facilities.

DUTIES AND RESPONSIBILITIES

- Ensure all tenants have valid and legal lease agreements.
- Oversee the timeous renewal and termination of lease agreement as necessary.
- Prepare reports by collecting, analyzing and summarizing data and trends.
- Collect monthly rental as per lease terms and enforce Joburg Markets credit control policy.
- Oversee the full property function i.e billing, collections and lease negotiations.
- Manage the facility and ensure compliance of the building and amenities to company, municipal and governmental policies and regulations.
- Oversee the maintenance and upkeep of the facility to meet the set standards of food safety facilities (Reg 962 of Food Stuff and Cosmetics Act, SANS 1049, HACCP etc) as necessary.
- Advice and interpret policies to departments, staff and outside persons such as vendors, funding source representatives, and board members, explain billings, reports and resolve related problems.
- Identify risks and develop risks risk treatments strategies for the property portfolio.
- Monitor the compliance to lease conditions by all tenants.
- Conduct periodic inspections of properties and facilities.
- Develop budgets and ensure budget compliance.
- Interact with internal and external auditors and participate in occasional auditing projects or provide information and access to accounting records as required.



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ESSENTIAL SKILLS

- Skill in organizing resources and establishing priorities.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignment.
- Knowledge of current developments/ trends in area of expertise.
- Total reliability.
- The highest level of client and business confidentiality at all times.

QUALIFICATIONS

- Bachelor Degree (NQF Level 7) in Finance /Property Management.

ADDED ADVANTAGE

- NQF Level 8 in related field or above.
- Knowledge of the local government environment.

EXPERIENCE

- 5 years' experience at Middle Management Level.

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Joburg Market reserves the right not to make appointment.

Please take note that only online applications will be considered, please apply using the link below:

<https://joburgmarket.ecox.io>

Please note all CV's must have the following attachments: Certified copy of ID, and supporting qualifications, if not attached your application will be rejected.

NO APPLICATION FORMS MUST BE COMPLETED.

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

EE targets: Applicants from Indian, Coloured and White population Groups are encouraged to apply.

The closing date is Friday, 7th August 2026 at 12h00 MIDDAY.

24/07/2026

