

Position:	Properties Supervisor
Nature:	Temporary
Duration:	6 months
Location:	Pretoria
Closing date:	17 June 2026
Email CV to:	<u>recruitment@tianaconsulting.co.za</u>

About The Job

The **Properties Supervisor** in the **Facilities Management and Security Services portfolio**, will ensure that vacant and tenant spaces are maintained according to set standards. The incumbent will ensure that tenant operations do not have a negative impact on the organisation. This is a critical role responsible for supporting 61 tenants and managing a portfolio that generates approximately R9 million in monthly rental income.

Key Responsibilities

Tenant Supervision

- Manage tenant occupied spaces take on, take back inspections and sign off on condition,
- Log calls for maintenance requirements Inspect tenant spaces to verify logged calls for technical requirements;
- Show potential tenant available spaces for lease;
- Manage all tenant calls on behalf the organisation and ensure closure according to the Service Level Agreements;
- Ensure tenants comply with the organisation Tenant Procedures Manual;
- Ensure tenanted space is provided with the necessary soft services according to organisation standards;
- Ensure all tenant improvements are approved by the organisation;
- Manage tenant space improvements on behalf of the organisation;
- Ensure tenant building contractors are approved by the organisation prior to commencement of work;
- Supervise tenant spaces to ensure compliance with organisation processes and procedures;
- Ensure building plans are updated for all tenant upgrades;
- Assist in carrying out space verification annually;
- Assist in managing Tenant obligations to ensure that utilization complies to legislation;
- Verify leased spaces according to floor plans;

Vacant Space Management

- Ensures all vacant spaces are secured and safe from theft and vandalism;
- Ensure keys control for all spaces;
- Control property storerooms;
- Verify spaces according to space register;
- Inspect vacant spaces and make recommendations to management;
- Advice and guide external tenants in respect of the compliance to organisation norms standards, building related legislation and procedures;

Stakeholder Relationship

- Manage tenant relations within the Properties Management Department and Facilities Management;
- Provide tenant liaison between organisation and private tenants;
- Receive and implement customer requests timeously;
- Handle and solve internal and external customer complaints in an effective and efficient manner;
- Redirect customer complaints where necessary to the relevant parties for speedy resolution;
- Ensure liaison and maintain good relationships with internal and external stakeholders;
- Attending to all operations and maintenance issues for the Leased Portfolio with internal stakeholders;
- Supervise tenant queries to achieve customer satisfaction targets;

SHEQ Management

- Ensure compliance with SHEQ regulatory requirements and standards in area of responsibility, including compliance by outsourced contractors/service providers and tenants;
- Implement corrective action where deviations occur for the entire organisation;
- Identify risks, implement and drive mitigation plans for organisation;
- Advise Tenants on OHS requirements and ensure compliance;
- Support the internal and external clients to ensure compliance with organisation Safety, Health Environment and Quality (SHEQ) requirements;

Qualifications, Skills and Experience

- A National Diploma or equivalent in the discipline of Facilities Management, Engineering, Property Management or Business Administration;
- A minimum of five years' experience in property management or Facilities Management Environment;
- Knowledge or experience in Archibus will be an advantage;
- Driver's license is required;
- Contract Management;
- Analytical Skills;
- Technical Skills;
- People Management;
- Good verbal and written communication;
- Good interpersonal skills;
- Ability to effectively prioritise and meet deadlines;
- Computer literacy (excel);
- Customer Service Orientation;
- Attention to detail;
- Flexibility and adaptability;
- Planning and organising;
- Problem Solving;
- Teamwork;
- Verbal comprehension.