

Ministry:	Ministry of Finance
Division:	Property Management Section, Corporate Services Division
Location:	SGGB, Nuku'alofa
Job Title:	Property Manager
Position Number:	FIN08104411100110003
Reports to:	Head of Division
Band:	K
Salary:	\$26,710– 40,064
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> • Improved macroeconomic management & stability with deeper financial markets • Closer public/ private partnership for economic growth • More efficient, effective, affordable, honest, transparent & apolitical public service focused on clear priorities • Appropriate decentralization of government administration with better scope for engagement with the public • Improved collaboration with development partners ensuring programs better aligned behind government priorities • More reliable, safe and affordable information and communication technology used in more innovative ways • Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change <p>Job Purpose:</p> <ol style="list-style-type: none"> 1. Supervise staff and Contractors in Property Management Section <ol style="list-style-type: none"> i) Security Guards ii) Cleaners iii) Drivers iv) Maintenance Services 2. Maintenance of Property and Vehicles of the Ministry for <ol style="list-style-type: none"> I. St. George Government Building Level 1-4 II. Royco Building III. Treasury Building IV. Outer Islands (Sub-Eua, Sub-Vv, Sub-Hp, Sub-NFF and Sub-NFO) 3. Responsible for the management of the physical property, including regular maintenance and emergency repairs 4. Manage the budget for property management 5. Order related supplies and equipment with the approval of the HOD.

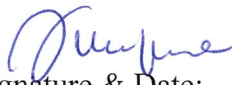
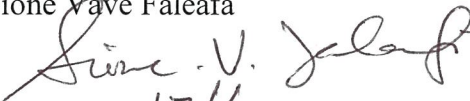
	<ol style="list-style-type: none"> 6. Direct staff and customers in maintaining security processes, practices and policies to reduce risks 7. Draft Contract for the suppliers and contractors in maintenance. 8. Supervise and monitor contract performance of maintenance services. 9. Formulate strategies to assess and mitigate security risk 10. Plan, direct and coordinate security activities to safeguard property assets, employees, guests, customers on property.
<p>Accountabilities / Outcomes</p>	<p><u>Planning</u></p> <ul style="list-style-type: none"> • CP/ AMP/ Staff Plan, budget estimate and Annual Report for Property Management Section (PMS) • Individual Work Plan • Work plan for all maintenance services as per the Contracts. • Performance Management for all staff in the Property Sections. • Property maintenance plan for SGGB and TREASURY Building • Establish and update standard Operating Procedures and Processes for the Section. • Strategies to assess and mitigate security related risk • Plan for security activities to safeguard property assets, employees, guests, customers on property • Emergency Plan for staff and customers in the SGGB and Treasury Building. <p><u>Organizing</u></p> <ul style="list-style-type: none"> • Office Area, appropriate furniture and security equipment for PMS staff • Records Management • Security Committee • SGGB Maintenance Committee • Sectional Meetings with staff and attend Head of Sections meetings and other relevant meetings. <p><u>Leading</u></p> <ul style="list-style-type: none"> • Protocol for communicating security status and potential problems • Capacity Building programs • Non-monetary award program for the sectional staff <p><u>Controlling</u></p> <ul style="list-style-type: none"> • Bi-annual M & E report for PMS • Report on Monitoring of security policies, programs or procedures to ensure compliance with applicable government security requirements, policies, and directives. • Evaluate contract proposals for procurement purposes. • Manage and follow up all Contracts with Contractors for Maintenance Services to ensure works are effectively carried out. • Check reports, claims and invoices from Contractors to ensure compliance and completeness of works for payment purposes. • Report on investigation and resolve security breaches • Weekly meeting with PMS staff

	<p><u>Technical</u></p> <ul style="list-style-type: none"> • Report on analysis of security data/ information to determine security needs, security program goals, or program accomplishments. • Communicate security status, updates, and actual or potential problems, using established protocols. • Report on changes in legislative/ policy directives or new technologies impacting security operations. <p><u>Cleaning Services</u></p> <ul style="list-style-type: none"> • Monitor the performance of the cleaning services • Facilitate maintenance for the office building (SGGB, ROYCO and TREASURY Building) <p><u>Transport Services</u></p> <ul style="list-style-type: none"> • Transport Services weekly/daily plan & monitor implementation • All vehicles maintenance plan • All log books checked/updated • Development vehicle maintenance plan <p><u>Site Management</u></p> <ul style="list-style-type: none"> • Assist in Ministry Project as New Building/Landscaping etc • Assist Outer Islands Ministry Projects • Direct our team for the outdoor clean up every Saturday • carry out any other duties as may be directed by the CEO
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Person Specification

Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Work experience and background knowledge in Property Management/Security and/ or any related fields. • Leadership and management knowledge and skills • Computer skills and knowledge <p>Desirable:</p>
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Post Graduate Degree with no working experience • Bachelor's degree with at least 2 years' experience in a <u>similar role</u>, or at least 3 years' relevant working experience • Diploma Certificate with at least 3 years in a <u>similar role</u>, or 8 years' relevant working experience <p><u>Qualification Acceptable for this role must be in Management, Property Management, Economics, Commerce, Business, Accounting, or Finance from a recognised educational institution.</u></p> <p>Desirable:</p>

Authorised by (sign and date)

Supervisor/ HOD	Name: Mrs Gladys Fukofuka  Signature & Date: ... 12/06/2026
Acting CEO	Name: Mr Sione Vave Faleafa  Signature & Date: ... 12/6
Employee	Name: Vacant Signature & Date:

