

Senior Property Manager (architecture/civil engineering)

Position title: Senior Property Manager

Appointment Process No: 2020-08-LE-09 SENIOR PROPERTY MANAGER

Term Type: indeterminate

Term Details: this position is a LES (Locally Engaged Staff) position, subject to the Terms and Conditions of Employment for LES in Pakistan.

Section: Property Section

Number of Vacancies: 1

Classification: Locally Engaged Staff, level 9

Starting salary: 3,431,815 per annum

Benefits: medical/dental and pension plan, 37.5 hours of work per week with vacation and sick leave entitlements. Great work-life balance opportunity!

Location: Islamabad

Close date: September 27, 2020

Summary of Duties

Under the general direction of the Deputy Management and Consular Officer, the Senior Property Manager:

- develops and implements the property management program for the maintenance and repair of all crown-owned properties, works and buildings;
- plans, develops and supervises renovations, alterations, modifications and installations at the chancery, official residence (OR) and staff quarters and conducts on-site inspections;
- supervise a team of around 30 people: guide, motivate, monitor and manage staff, develop standards of performance, evaluate performance and make recommendations on disciplinary action if required;
- ensure all staff and contractor work is in adherence to prescribe Canadian health and safety standards, codes, regulations;
- assist with the preparation and submission of operational budgets including short and long-term plans for the High Commission's property section;
- maintain current knowledge of and ensure compliance with all relevant provincial and federal laws, policies, regulations, building and safety codes;
- implements the local purchase of technical equipment for the chancery, OR and staff quarters;
- draws up, negotiates, and monitors long-term maintenance contracts for building and fixed equipment;
- collaborate with the Procurement Regional Office for tendering and awarding of work, maintenance and service contracts; and
- Performs other duties as required.

Area of Selection/Eligibility

This vacancy is open to all external applicants residing in Pakistan and to all mission employees occupying an indeterminate or term position, including emergency employees. Before an offer of employment can be made, candidates must provide a local address as proof of residence in the country.

Candidates must have a valid work authorization covering the entire employment period. If the employment is indeterminate, the work authorization must be permanent or itself lead to a permanent work authorization. The High Commission of Canada in Pakistan does not sponsor work authorizations directly or indirectly.

The Government of Canada is an equal opportunity employer and welcomes applications from diverse candidates from across the community. Candidates will be considered on merit regardless of ethnic origin, religious beliefs, gender, age, sexual orientation or disability.

The Government of Canada offers an inclusive workplace where respect, teamwork, and collaboration are part of the organizational culture.

Canada's missions abroad are committed to promoting and supporting an environment free from harassment and discrimination, as well as encouraging and supporting employees to learn and develop their skills and competencies.

Essential Qualifications

Candidates will initially be screened against the Essential Qualifications relating to education, Language, professional affiliations experience and computer skills. Candidates must clearly demonstrate in their cover letter and resume how they meet each of these essential qualifications (see section "How to Apply" for specific instruction on the format of the cover letter and on how to apply").

Education:

- Bachelor or Master's degree in one of the following disciplines: architecture, civil engineering, property management or related disciplines.

Language:

- fluency in English and Urdu: Speaking, writing and comprehension

Professional affiliations:

- one of the following professional affiliations:
 - Pakistan Engineering Council (PEC);
 - Pakistan Council for Architects and Town Planners (PCATP); and/or
 - equivalent international or Canadian professional affiliations related to architecture, civil engineering, property management or related professional affiliations.

Experience:

The candidate must have at least 5 years of experience in:

- developing and implementing property management (maintenance and repairs) programs;
- managing property and construction projects;
- Planning, developing and supervising renovation, alteration, modification and installation of commercial and residential properties;
- supervising teams of employees and contractors.
- implementing local purchasing contracts for technical property equipments and services;
- creating, negotiating and monitoring property contracts and maintenance contracts;
- implementing and maintaining of health and safety protocols and procedures;
- writing official communications and reports on behalf of an organization;

Computer Skills:

- proficiency in MS Office (including Word, Excel and Outlook); and

- intermediate skills of AutoCAD and MS Projects;

Rated Requirements

The Rated Requirements relating to knowledge, abilities and competencies will also be assessed. Methods of assessment may include, but are not limited to, a written examination, an oral interview, role-play, practical tests and/or presentations.

Knowledge of:

- property and land ownership laws and processes of Pakistan (including Ministry of Foreign Affairs, Ministry of Interior and Capital Development Authority);
- sustainable property management practices; and
- landscape design.

Ability to:

- analyze and interpret information quickly and efficiently;
- set priorities, plan and organize work;
- accurately prepare charts, tables, letters and reports;
- edit and format documents; and
- Engage in effective interactive communication in English and Urdu.

Competencies:

- demonstrating integrity and respect;
- thinking things through;
- working effectively with others; and
- showing initiative and being action-oriented.

Selection Process

All applications will be carefully reviewed against the essential qualifications and the rated requirements of the job.

Candidates screened in will be called for further assessment, including a personal interview with a series of questions designed to each applicant's knowledge, abilities and competencies for the post. In addition, test may be conducted to assist the selection board in assessing the applicant's qualifications, skills and language ability. Reference verifications shall be conducted as part of the hiring process.

The results of this competition may also be used to establish an eligibility list to recruit similar positions of the High Commission of Canada in Pakistan, which may arise in twelve (12) months, following the completion of this competition.

Operational Requirements and Condition of employment

1. The appointment of the successful candidate will be subject to a Reliability Check (RC), obtained by the management. To conduct a RC, the candidate will have to submit the following documents on being selected by the mission:
 - police Clearance Certificate (Character Certificate);
 - letter of recognition from your bank, stating your name, years of client service and your address;
 - professional and educational certificates and mark sheets (i.e. academic transcripts);
 - Professional affiliations.
2. The selected candidate must be available to work overtime and travel as and when required.

3. Candidates must have a valid work authorization to work in Pakistan covering the entire employment period. If the employment is indeterminate, the work authorization should be permanent or lead to a permanent work authorization.
4. Before an offer of employment can be made, candidates must provide a local address as proof of residence in Pakistan the specific city, region or country so that if selected, it will appear on the offer letter.

How to Apply

For this position please follow this URL:-

http://chc.amris.com/wizards_v2/chc/vacancyView.php?requirementId=4187&

Candidates can fill in the application in English or French only. In addition, candidates must submit a cover letter along with their resume clearly indicating how they meet the essential qualifications in this section with clear examples. Failure to do so will result in the rejection of the application.

- **Cover letter:**
 - the cover letter must follow this format and should clearly explain how you meet all the mandatory criteria:
 - title (mandatory criteria)—Explanation in 150 words or less on how you meet the criteria with concrete examples that demonstrate how you meet each criterion. The maximum word count allowed for each of the criteria is 150 words. Failure to follow the format or answering with more than the word count will automatically lead to disqualification.
- **The mandatory criteria expected to be covered are (150 words max per bullet points):**
 - at least 5 years of experience in developing and implementing property management (maintenance and repairs) programs;
 - at least 5 years of experience in managing property and construction projects;
 - at least 5 years of experience in Planning developing and supervising renovation, alteration, modification and installation of commercial and residential properties;
 - at least 5 years of experience in implementing local purchasing contracts for technical property equipment;
 - at least 5 years of experience in creating, negotiating and monitoring property contacts and maintenance contracts;
 - at least 5 years of experience in implementing and maintaining of safety and security protocols;
 - at least 5 years of experience in supervising teams of employees and contractors and;
 - at least 5 years of experience in writing official communications and reports on behalf of an organization; and
 - proficiency in MS Office, intermediate skills in AutoCAD and MS Projects.
 - should demonstrate at least one of the following professional affiliations:
 - Pakistan Engineering Council (PEC) or
 - Pakistan Council for Architects and Town Planners (PCATP) or
 - equivalent international or Canadian professional affiliations related to architecture, civil engineering, property management or related professional affiliations.

Candidates who are unable to submit their application due to technical difficulties must report these to: CSDPDHHumanResources@international.gc.ca prior to the closing date. Failure to do so will result in the application being rejected.

Note that the candidates will only be contacted through the email provided in their application. Please check your mailbox regularly for any information.

Important Notes

- Only applications submitted in one of the official languages of Canada will be accepted (English or French). Candidates are entitled to participate in the recruitment process in the official language of their choice and to indicate their preferred official language in their application.
- Communication for this process will be sent via email. It is the responsibility of the candidates to ensure accurate contact information is provided and updated as required.
- Candidates who apply to this vacancy should include an email address that accepts email from unknown users and regularly check their email, including spam folder.
- Reference checks forming part of the selection process will be sought for candidates who reach interview stage.
- The High Commission of Canada to Pakistan does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- Candidates requiring any special accommodation for exams or interviews are requested to inform us upon being invited to the exam/interview. The results of this recruitment process may also be used to establish an eligibility list of qualified candidates for similar openings at the High Commission of Canada to Pakistan which might arise in the 12 months following the completion of this recruitment process.
- Please contact CSDPDHHumanResources@international.gc.ca should you have questions pertaining to this recruitment process.