

Property Officer

Notice No: 19-Delhi Property-587

Section: Physical Resources

Location: High Commission of Canada, New Delhi

Level: LES-07

Salary: Rs. 1,124,792/- per annum

Additional Benefits: 13th month bonus (equal to one-month salary), international working environment. Per current terms and conditions: a performance based yearly salary increase and paid overtime.

Issuance Date: 1 August 2019

Closing Date: 16 August 2019

Employment: Indeterminate

Hours of Work: 37.5 hours/week

OPEN TO:

- All employees of the High Commission of Canada and Canadian missions in India
- Individuals who are eligible to work in India
- Note: the Public Service of Canada is committed to building a skilled and diverse workforce and promotes employment equity

ALL APPLICANTS MUST:

- Meet all of the mandatory screening qualifications and mandatory rated qualifications stated below
- Have independent work authorization in India

Mandatory Screening Qualifications:

Education: Bachelor's degree in Business Administration, Finance, Commerce, Science or Engineering from a Govt. recognized institution

Language: Excellent verbal and written communication skills in English and Hindi

Experience: Minimum recent 4 years (within the past 8 years) of relevant work experience in the following areas:

- Experience in property management including budgeting, costing, planning, and delivery of property management services;

- Experience in managing property leases, contracts and property and facility management projects;
- Experience in supervising over the past four (4) years;
- Experience in managing Management Information System (MIS) reports and preparing statistical and other reports by collecting, analyzing and summarising data and trends;
- Experience in creating, maintaining and manipulating databases;
- Recent and relevant experience with a customer focussed environment.

Computer Skills: Proficiency in MS Office suite (including Word, Excel, PowerPoint, Outlook)

Mandatory Rated Qualifications:

Knowledge:

- Knowledge of administrative and financial procedures, budget planning and costing tools;
- Knowledge of local real estate industry;
- Knowledge of local contracting, leasing norms and government regulations;
- Knowledge of methods and practices of local law related to government and departmental policies, regulations and procedures.

Ability:

- Ability to communicate effectively orally and in writing;
- Ability to analyse situations/information and make recommendations;
- Ability to work independently and meet work targets;
- Ability to plan and prioritise activities.

Personal Suitability:

- Professional Integrity
- Judgement
- Adaptability & Flexibility
- Client Focus
- Focus on quality and details
- Initiative/Resourcefulness
- Networking/Alliance Building
- Interpersonal Relations and Respect

Asset Qualifications:

(Candidates are encouraged to indicate how they meet the following criteria, where applicable)

- Post graduate Certificate or Diploma in Business Administration or Real Estate Property Management;
- Master's degree in Real Estate Property Management, Business Administration, Finance, Commerce, Science or Engineering;
- Experience working with an international organization, international facility management organization, international real estate organization or property management program of a diplomatic mission;
- Knowledge of computer applications relevant to the position: AutoCAD

Job Resume:

Summary: Accountable for the provision of mission specific property services to mission clientele. Responsible for the delivery of property and facilities management services and the management of information and documentation of the service(s) in accordance with established policies, guidelines and procedures.

Selection Procedure:

All applications will be carefully reviewed against the mandatory screening requirements and mandatory rated qualifications of the job. **Please submit a cover letter that clearly indicates how you meet the mandatory screening requirements. Please also submit an updated C.V. that will be used to validate the experience described in the cover letter. Failure to do so will result in the rejection of your application.**

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

The results of this competition may also be used to establish an eligibility list to staff similar openings at the High Commission of Canada, New Delhi which may arise in the twelve (12) months following the completion of this competition.

Note that the candidates will only be contacted through the email provided in their application. Please check your mailbox regularly for information and updates related to the competition.

Conditions of Employment (MUST BE MET):

The appointment of the successful candidate will be subject to a Reliability Check (RC) obtained by the Management. To conduct the Reliability Check (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)**