
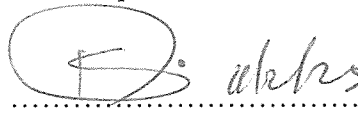


<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Property Management Section, Corporate Services Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Property Manager
<b>Position Number:</b>	FIN08104411100110003
<b>Reports to:</b>	Head of Division
<b>Band:</b>	K
<b>Salary:</b>	\$26,710– 40,064
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>• Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>• Closer public/ private partnership for economic growth</li> <li>• More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>• Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>• Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>• More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>• Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change</li> </ul> <p><b>Job Purpose:</b></p> <p>Supervise, oversees and manage all the activities at the Property Management Section under the Corporate services Division of the Ministry of Finance</p> <p>Responsible for ensuring that the staff under the Section carries out their duties and responsibilities efficiently and effectively. These are the:</p> <ul style="list-style-type: none"> <li>i) Security Guards.</li> <li>ii) Cleaners; and the</li> <li>iii) Drivers</li> </ul> <p>Maintenance of Property and Vehicle Records for</p> <ul style="list-style-type: none"> <li>- St. George Government Building</li> <li>- Treasury Building</li> </ul> <p>Responsible for the management of the physical property, including regular maintenance and emergency repairs;  Manage the budget for property management section.  Order related supplies and equipment on a timely manner.</p>

	<p>Direct staff and customers in maintaining security processes, practices and policies to reduce risks;          Arrange Contracts for the suppliers and contractors for maintenance services.          Formulate strategies to assess and mitigate security risk          Plan, direct and coordinate security activities to safeguard property assets, employees, guests, customers on property.</p>
<p><b>Accountabilities / Outcomes</b></p>	<p><b><u>Planning</u></b></p> <ul style="list-style-type: none"> <li>• Corporate Plan (CP)/ Annual Management Plan (AMP)/ Staff Plan, budget estimate and Annual Report for Property Management Section (PMS)</li> <li>• Individual Work Plan</li> <li>• Performance Management for all staff in the Property Section;</li> <li>• Property maintenance plan for SGGB, and TREASURY Building</li> <li>• Establish and update Standard Operating Procedures and Processes for the Section.</li> <li>• Strategies to assess and mitigate security related risk</li> <li>• Plan for security activities to safeguard property assets, employees, guests, customers on property.</li> <li>• Emergency and Evacuation Plan for staff and customers of SGGB.</li> </ul> <p><b><u>Organizing</u></b></p> <ul style="list-style-type: none"> <li>• Office Area, appropriate furniture and security equipment for PMS staff</li> <li>• Records Management</li> <li>• Security Committee</li> <li>• SGGB Maintenance Committee</li> </ul> <p><b><u>Leading</u></b></p> <ul style="list-style-type: none"> <li>• Protocol for communicating security status and potential problems</li> <li>• Capacity Building program</li> <li>• Non-monetary award program for the sectional staff</li> </ul> <p><b><u>Controlling</u></b></p> <ul style="list-style-type: none"> <li>• Bi-annual M &amp; E report for PMS</li> <li>• Report on Monitoring of security policies, programs or procedures to ensure compliance with applicable government security requirements, policies, and directives.</li> <li>• Evaluate contact proposals for procurement purposes.</li> <li>• Manage and follow up all Contracts with Contractors for Maintenance Services to ensure works are effectively carried out.</li> <li>• Report on investigation and resolve security breaches</li> <li>• Weekly meeting with PMS staff</li> </ul> <p><b><u>Technical</u></b></p> <ul style="list-style-type: none"> <li>• Report on analysis of security data/ information to determine security needs, security program goals, or program accomplishments.</li> <li>• Communicate security status, updates, and actual or potential problems, using established protocols.</li> </ul>

	<ul style="list-style-type: none"> <li>• Report on changes in legislative/ policy directives or new technologies impacting security operations.</li> </ul> <p><b><u>Cleaning Services</u></b></p> <ul style="list-style-type: none"> <li>• Monitor the performance of the cleaning services</li> <li>• Facilitate maintenance for the office building (SGGB, and TREASURY Building)</li> <li>• carry out any other duties as may be directed by the HOD and/ or CEO.</li> </ul> <p><b><u>Transport Services</u></b></p> <ul style="list-style-type: none"> <li>• Transport Services weekly/daily plan &amp; monitor implementation</li> <li>• All vehicles maintenance plan and records.</li> <li>• All log books checked/updated</li> <li>• Development vehicle maintenance plan</li> </ul> <p><b><u>Site Management</u></b></p> <ul style="list-style-type: none"> <li>• Assist in Ministry Project Proposals for New Buildings/Landscaping etc</li> <li>• Direct team for the outdoor clean up as and when required.</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Work experience and background knowledge in Property Management / Security and/ or any related fields.</li> <li>• Leadership and management knowledge and skills.</li> <li>• Computer Skills and knowledge</li> </ul> <p><b>Desirable:</b></p>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Postgraduate qualification (TNQAB framework Level 8 &amp; up) + up to 1 year of relevant experience</li> <li>• Relevant degree + 1 year in a similar role. or 3 years' relevant work experience</li> <li>• Relevant diploma + 3 years in a similar role, or 8 years' relevant work experience</li> <li>• Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</li> </ul> <p><b>Desirable:</b></p>

Authorised by (sign and date)

<b>Supervisor/ HOD</b>	Name: Gladys Fukofuka Signature & Date:  11/02/2025
<b>CEO</b>	Name: Kilisitina Tuamei'api Signature & Date: 
<b>Employee</b>	Name: VACANT Signature & Date: .....

