



# ZAMBIA CONFERENCE OF CATHOLIC BISHOPS (Z.C.C.B)

## CATHOLIC SECRETARIAT

Catholic Secretariat, BRT 60, Kabulonga. P.O. Box 31965, 10101 Lusaka, ZAMBIA  
Tel.: +260 211 262613/ 262641, Email: admin@zccb.org.zm  
Website: www.catholiczambia.org.zm; www.facebook.com/zccb.catholiczambia;  
twitter.com/zccb\_catholic

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## Job Description for the Real Estates Officer

- 1- **Job Title** : Real Estates Officer
- 2- **Reports to** : The Finance Manager
- 3- **Purpose of the Job:** Responsible for the overall management of assigned residential or commercial properties to satisfy the requirements of both The Zambia Episcopal Conference (ZEC) and the Tenants, to preserve and increase the value and integrity of the properties and to meet the financial objectives Bishops' Conference and the Catholic Secretariat Management Team (CSMT).
- 4- **The following are the Main Duties and Responsibilities for the Catholic secretariat Real Estates Officer:**
  - 4.1 **Marketing**
    - 4.1.1 Implement marketing initiatives to achieve occupancy goals
    - 4.1.2 Manage and control advertising budgets
    - 4.1.3 Advertise and fill vacancies
    - 4.1.4 Obtain referrals from existing tenants
    - 4.1.5 Process applications and follow up with applicants
    - 4.1.6 Promote and show properties to prospective tenants
    - 4.1.7 Interview, qualify and place tenants
    - 4.1.8 Maintain updated availability reports
    - 4.1.9 Keep rental at optimum capacity
    - 4.1.10 Maintain in-depth knowledge of market conditions

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*All correspondence should be addressed to the Secretary General*



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### 4.2 Administrative

- 4.2.1 Negotiate, prepare and enforce leases
- 4.2.2 Complete all required paperwork for new tenants
- 4.2.3 Collect security deposits
- 4.2.4 Ensure the premises are ready for new occupants
- 4.2.5 Maintain all statutory required records
- 4.2.6 Ensure compliance with relevant laws and regulations
- 4.2.7 Enforce terms of rental agreements

### 4.3 Financial

- 4.3.1 Establish and Propose to Management appropriate rental rates by conducting market research, determining costs and considering profit goals
- 4.3.2 Prepare and distribute monthly statements
- 4.3.3 Ensure timely payments and collections
- 4.3.4 Minimize rental arrears
- 4.3.5 Coordinate default proceedings
- 4.3.6 Schedule expenditures
- 4.3.7 Check and pay invoices
- 4.3.8 Prepare annual budgets for the Real Estates Unit
- 4.3.9 Analyse and correct budget variances
- 4.3.10 Keep accurate and up-to-date financial records
- 4.3.11 Prepare monthly, Quarterly and Annual financial reports

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### 4.4 Tenant/Resident Relations

- 4.4.1 Orient new tenants to the property
- 4.4.2 Investigate and resolve resident complaints and concerns in a timely and efficient manner
- 4.4.3 Enforce occupancy policies and procedures
- 4.4.4 Maintain timely communications with residents and tenants

### 4.5 Maintenance

- 4.5.1 Monitor and complete maintenance and repairs timeously and cost-effectively
- 4.5.2 Ensure security of premises and maintain security devices
- 4.5.3 Organize incoming and outgoing inspections and prepare inspection reports
- 4.5.4 Implement preventative maintenance programs
- 4.5.5 Oversee capital improvement projects
- 4.5.6 Negotiate and manage contracts with outside vendors

### 4.6 Staff Management

- 4.6.1 Participate in the hiring, orientation and evaluating the Property Staff
- 4.6.2 Direct and control all personnel and resources to ensure property is properly maintained and owner objectives met

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### 5- Other Additional Duties

- 5.1 To assist in the clearance of all imported goods and motorised transport for the Catholic Secretariat, Church Institutions and Dioceses
- 5.2 To deal with land issues and Title Deeds for the Land/Plots belonging to the Bishops' Conference
- 5.3 Project Proposal Writing for the needs of the Bishops' Conference
- 5.4 Report Writing on Funded Projects or Programmes
- 5.5 To manage the Transport for the Catholic secretariat more especially the Pool Vehicles
- 5.6 To be link person between Catholic Secretariat and other Government Ministries institutions like Ministry Finance, Ministry of Lands, ZESCO, and Lusaka City Council.

### 6. Terms and Conditions of service

- The **Real Estates Officer** shall be on a short contract of 4 months.

Candidates who meet the above requirements are encouraged to submit their application documents which must include: Letter of Application in own hand writing, certified copies of Academic Qualifications, Latest Medical Report, Curriculum Vitae and references with a letter from the Parish Priest to the address given below. Closing date of applications is 15<sup>th</sup> September 2019. Applications should be sent to:-

**The Secretary General**  
Zambia Episcopal Conference  
Catholic Secretariat – Kapingila House  
P.O Box 31965  
Lusaka



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