

MANAGER – PROPERTY DEPARTMENT (KRC GRADE 4C)

Reports to: General Manager, Property & Investments.

Job Purpose

The Manager, Property Department is responsible for providing strategic leadership in the effective and efficient management, development, and optimization of the Corporation's real estate portfolio. The role maximizes rental income and investment returns, drives sound property development, ensures high standards of maintenance, safety, statutory compliance, and operational efficiency, while aligning property strategies with Kenya Re's overall business objectives as a leading Government Owned Enterprise.

Key Responsibilities

Duties and responsibilities at this level will entail:

Strategic Property Leadership

- (i) Develop, implement, and review property management and project development strategies to optimise the performance of the Corporation's real estate portfolio and achieve maximum rental returns and investment yields.
- (ii) Formulate, review, and enforce Property Department policies, procedures, guidelines, and operational manuals in line with best practices and regulatory requirements.

Portfolio & Revenue Management

- (iii) Oversee the day-to-day management of the Corporation's property portfolio, including rental collection, tenant administration, lease management, arrears recovery, and tenant relations to ensure optimum occupancy and returns.
- (iv) Manage letting and re-letting of vacant spaces, distress actions, evictions, and marketing of developed properties for sale or lease.
- (v) Conduct property valuations and advise Management and the Board on property acquisition, disposal, and investment decisions.

Development & Project Management

- (vi) Coordinate property development projects, including feasibility studies, project briefs, site meetings, and liaison with architects, engineers, consultants, and contractors to ensure timely and cost-effective completion.
- (vii) Prepare management reports on property searches, land acquisition, feasibility studies, and proposed development projects.

Maintenance, Compliance & Operations

- (viii) Oversee maintenance, repairs, renovations, alterations, and service level agreements for all Corporation buildings and related assets.
- (ix) Conduct regular property inspections to identify defects, ensure statutory compliance, fire safety, mechanical systems functionality, and overall building condition, and prepare detailed inspection reports.
- (x) Coordinate contractors, consultants, and service providers for repairs, maintenance, and major capital projects.
- (xi) Manage security arrangements for the Corporation's buildings, tenants, and property assets.
- (xii) Oversee statutory inspections, maintenance schedules, and compliance with all relevant laws and regulations.

Reporting, Budgeting & Stakeholder Management

- (xiii) Prepare quarterly performance reports and Board papers on all properties, including analysis of returns, occupancy rates, project status, and explanations for performance variances.
- (xiv) Prepare departmental budgets, procurement plans, work plans, and performance reports.
- (xv) Address audit findings, risk issues, and compliance matters within the department and implement appropriate mitigation measures.

Leadership & Staff Development

- (xvi) Supervise, mentor, appraise, and develop staff within the department while fostering professionalism, accountability, and service excellence.
- (xvii) Perform any other duties as may be assigned from time to time.

Requirements / Person Specifications

Academic Qualifications

For appointment to this grade, an officer must have:

- (i) Bachelor's Degree in any of the following disciplines: Land Economics, Real Estate, Construction Management, Estate Management, Property Management, Quantity Surveying, or an equivalent qualification from a recognized and accredited institution.
- (ii) Master's Degree in any of the following disciplines: Business Administration (MBA), Project Management, Environmental Planning, Real Estate Management, Construction Management, or an equivalent qualification from a recognized and accredited institution.

Professional Qualifications

The officer must have:

- i. Diploma in Valuation, Estate Management, Institutional Surveying, or an equivalent qualification from a recognized and accredited institution.
- ii. Full membership in good standing of the Institution of Surveyors of Kenya (ISK) or an equivalent professional body.
- iii. Certificate in a management course lasting not less than four (4) weeks from a recognized and accredited institution.
- iv. Proficiency in computer applications.
- v. Fulfilled the requirements of Chapter Six of the Constitution of Kenya.

Experience

The officer must have:

- i. At least fifteen (15) years of relevant work experience, three (3) of which must have been in a supervisory position;
- ii. Demonstrable experience in team leadership and engagement with the Board of Directors.

Other Requirements

The officer must possess:

- i. Excellent interpersonal and communication skills.
- ii. Strong planning, organizing, problem-solving, and decision-making skills, with the proven ability to work effectively under pressure and meet tight deadlines.
- iii. Strong analytical, report writing, and presentation skills.
- iv. Team leadership and stakeholder management skills.
- v. Sound knowledge of auditing concepts, governance principles, internal controls, and risk management frameworks.

Applicants should indicate their current or most recent salary in their CV, as well as whether they are persons living with a disability. They should submit, either by post or email, their CV, credentials, and cover letter (as attachments), quoting the position applied for and outlining how they meet the requirements for the position, addressed to:

**The Human Resource Manager
Kenya Reinsurance Corporation Limited
P. O Box 30271, 00100 GPO
NAIROBI
E-mail: recruitmentkrc@kenyare.co.ke.
Closing Date: 10th June 2026**