



COGEBANQUE is looking for inspired innovators, self-driven and highly creative personalities to collaborate with the bank in taking it to the next level of success. If you feel you have what it takes, we would like to hear from you.

Interested candidates will send their application via email at jobvacancies@cogebank.com by or before **12th January 2019** marking the subject as "**The Job You Are Applying For**". Eg: "**Property Management Officer**"

JOB TITLE	WHAT YOU NEED TO HAVE	WHAT YOU WILL DO
<p>1. Property Management Officer</p> <p>Job summary The role is responsible for periodic inspection of Bank buildings and Branches and reporting on their condition and processing repairs.</p>	<p>General and Behavioral</p> <ul style="list-style-type: none"> - Ability to work under minimal supervision - Excellent oral and written communication - High level of creativity and innovation - Good planning and organisation skills - Good problem solving and analysis - Good relationship building and networking - Integrity <p>Education & Qualification</p> <ul style="list-style-type: none"> - Bachelor's degree in Real Estate Management, Quantity Surveying, Civil Engineering, or any related discipline - Qualifications in Property Management will be added advantage <p>Experience</p> <ul style="list-style-type: none"> - 3 years' experience in Property Management and Administration in a financial institution 	<p>Property Management</p> <ul style="list-style-type: none"> - Ensure all Bank's properties are managed efficiently within the laid down policies and procedures. - Supervise all the service providers to ensure that they are performing their duties as per the agreed standards - Initiate and supervise all scheduled maintenance and service of equipment. - Initiate and supervise renovations and refurbishment of all Cogebanque properties - Coordinate handling of repairs, breakdowns and faults of equipments and assigning contractors on complicated breakdowns. - Inspect all equipment and coordinate repairs and replacements of damaged equipment including making recommendations for those assets that are due for disposal. - Monitor the operating status of equipment and prepare requisitions for repair and replacement. - Inspect, evaluate and advise on the state of the Bank's properties and rented premises both new ones that are going to be occupied and the existing ones. <p>Logistics Management Administration</p> <ul style="list-style-type: none"> - Assist with staff induction in responsibility for care of property and provide support in use of facilities in the buildings - Monitor all health and safety issues including, fire audits and electrical tests - Maintaining accurate property records - Input into annual budget setting for property Management.



		- Periodic reporting
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Only shortlisted candidates will be contacted!
Done at Kigali, on 31st December 2018
Cherno Gaye
Managing Director