



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

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

All correspondence should be addressed to the Secretary General

