



SAVF NATIONAL OFFICE

Property Officer

Candidate information

The Property Officer takes overall responsibility for the life cycle of SAVF buildings and premises across Gauteng, KwaZulu-Natal, Limpopo, Mpumalanga and North West. The role combines property management, project coordination and administration to support well-maintained properties and compliance with national legislation and SAVF policy.

Office: SAVF National Office | Salary scale: Y8–Y9

Qualifications and experience

- Grade 12 / Matric.
- a technical degree or diploma in engineering.
- Proven experience as a property manager, with in-depth knowledge of property management and a sound understanding of its financial aspects.
- Knowledge of the welfare sector, legislation relating to housing for older persons, and the Older Persons Act.

Advantageous qualifications: Further qualifications and relevant work experience are recommendations.

Skills and personal attributes

- Good Microsoft Office skills and strong written and verbal communication in Afrikaans and English.
- Strong organisation, time management and negotiation skills, with the ability to communicate effectively with external parties.
- Ability to work independently and in a team, using initiative and creative thinking.
- Tact, diplomacy, sound interpersonal relationships, fairness, consistency, perseverance, reliability and punctuality.

Travel and working requirements

A Code 8 driver's licence is required, together with willingness to travel and stay away from home overnight for work. The job description also specifies good health and is open to applicants of any gender and population group.

Property management responsibilities

Construction and property improvements

Coordinate construction, extensions, improvements and upgrades with facility managers and service management. Ensure that applications include the necessary plans, quotations, certificates and supporting documents, and follow SAVF approval and procurement processes.

- Ensure architectural plans are submitted for municipal approval where required, and route proposals through the relevant regional, provincial and national structures.
- Prepare submissions for approval, communicate decisions to facilities and monitor certificates of compliance.
- Maintain access to registered title deeds and ensure facilities hold copies of the relevant deeds.

Equipment and infrastructure approvals

Handle enquiries and prepare approval applications for installations and improvements such as telephone and call systems, CCTV, solar panels, heat pumps, generators and cell phone towers. Keep facilities informed once decisions have been made.

Leases and tenant obligations

Manage leases for National Executive Board properties and other premises for which National Office has taken responsibility. Provide related leasing support to other SAVF facilities.

- Prepare leases where needed, negotiate rentals and increases, and monitor rent collection and arrears.
- Prepare debt acknowledgement and repayment agreements where necessary; refer matters to the attorney handling SAVF affairs and manage eviction processes as required.

Property purchases and sales

Handle property purchases and sales, prepare and maintain purchase contracts, and support property marketing as instructed by EXCO.

- Coordinate occupation and life-right contracts with facility management, ensuring completion, signatures, initials and submission to National Office for approval.
- Ensure approved original contracts are retained at National Office and the relevant facility.

Inspections and maintenance

Visit properties to assess the condition of buildings and premises, inspect maintenance work and monitor compliance with required standards and SAVF policy. Develop short- and long-term maintenance plans that include safety requirements.

Coordination and application details

Property governance and administration

Coordinate property matters through the SAVF Property Committee. Arrange monthly meetings, prepare agendas, circulate meeting details, take minutes, report on progress and issues, and carry out agreed actions.

Promote compliance with national legislation and SAVF policy in property planning and decisions. Carry out the property practitioner responsibilities described in the job description with reference to the Property Practitioners Act 22 of 2019. Maintain correspondence, applications, records and property documentation.

Stakeholder and municipal liaison

Liaise with facilities, stakeholders, institutions and municipalities on property matters. Duties include municipal billing and meter-reading queries, rezoning, property donations, and applications for property-tax exemption or partial exemption for Pretoria / Tshwane facilities through Grant in Aid processes.

Insurance and claims

Compile insurance schedules from facility information, calculate premiums per facility, monitor cover, handle insurance claims and respond to enquiries from facilities and insurers.

Working relationships

Work closely with the head responsible for properties, facility managers and relevant management structures. The role has no direct reports and includes organising and taking minutes for the Property Committee.

The position must be read together with SAVF policies and manuals and includes other reasonable related duties. The job description may be revised by SAVF National Office Human Resources.

How to apply

Application email: head.marketing@savf.co.za

Required documents: Police Clearance, Proof of Qualifications, References

Closing date: 18 September 2026

Position: Property Officer — SAVF National Office