

VACANCY

The MVA Fund is a statutory body established to design, develop, promote, and implement the motor vehicle accident and injury prevention measures. The Fund provides assistance and benefits to all people injured and dependants of those killed in motor vehicle accidents in accordance with MVA Fund Act, Act 10 of 2007.

The MVA Fund invites applications from suitably qualified, experienced, and competent persons to join its workforce in the following position:

Position: Property Management Officer (Patterson Job Grade C2)
Duration: Permanent
Duty Station: Windhoek Service Centre

Purpose of this position: To coordinate regular and quality maintenance of the Fund's properties, health and safety procedures compliance throughout the Fund.

KEY PERFORMANCE AREAS

- Plan and perform maintenance assessments of all properties.
- Oversee regular properties maintenance of common areas such as boardrooms and offices.
- Prepare reports on building maintenance issues and update maintenance schedules based on findings.
- Ensure that the Fund's preventative maintenance service is delivered in an efficient and cost-effective manner.
- Carry out both pre and post inspections of maintenance & repair works on daily basis.
- Carry out inspections of properties for incoming and vacating tenants and compile reports.
- Coordinate with contractors, and other professionals to plan and implement building maintenance projects and ensure timely completion.
- Review all related contractor invoices who completed work and ensure correct payment.
- Ensure that contractors complies with the Fund's Health & Safety policies and procedures.
- Control and monitor movement of assets and maintain asset inventory.
- Management of Service Level Agreements (SLA's) (building maintenance, landscaping, air conditioning, cleaning services, security services, house modification and parking management)

REQUIREMENTS

- A Degree in Property Management or equivalent qualification
- At least (2) two years working experience in property administration environment
- General experience in basic plumbing, electrical, building, painting, and welding will be an added advantage.
- Code B driver's license
- Good knowledge of Health & Safety protocol.
- Good report-writing skills
- Good communication and interpersonal skills.

The MVA Fund is an equal opportunity employer. People with disability emanating from Motor Vehicle accidents are encouraged to apply. Only shortlisted candidates will be notified. No documents will be returned.

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Applicant are required to complete the online Application Form Available on the MVA Fund website.

Furthermore, a motivational letter, detailed CV, and certified supporting documents must be emailed as a one consolidated PDF document to recruitment@mvafund.com.na

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WINDHOEK

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Deadline: **Friday, 31 July 2026 @ 16H00**