



**Embassy of Sweden**  
Dar es Salaam

# EMPLOYMENT OPPORTUNITY

## PROPERTY MANAGER

The Embassy is responsible for representing and promoting Swedish interests in Tanzania and has approximately 40 employees. The overall tasks of the Embassy include supporting business and trade, development cooperation as well as consular and visa services.

We would like to invite applications from suitably qualified candidates for the position of Property Manager. The job holder will report to the Head of Chancery.

### Main responsibilities:

- Oversee the daily operations of the embassy's properties, ensuring all facilities are functioning optimally.
- Coordinate with the Embassy and Swedish National Property Board for maintenance, repairs, and renovations.
- Manage property budgets, expense tracking, and financial reporting.
- Ensure compliance with local laws and regulations pertaining to property management and embassy operations.
- Serve as the primary point of contact for tenants, addressing concerns and facilitating a positive living and working environment.
- Implement and maintain security protocols to safeguard the properties and their occupants.
- Conduct regular inspections and audits to uphold property standards and embassy expectations.
- Liaise with service providers to maintain supply of services.
- Other tasks decided by the Head of Chancery.

### Qualifications, Skills and Experience:

- A minimum of 5 years' experience in property management, preferably within a diplomatic context.
- Must have advanced mechanical skills and knowledge of plumbing, electricity and other building systems.
- Degree in engineering or equivalent merits.
- Strong organizational and leadership skills, with the ability to manage multiple tasks simultaneously.
- Excellent communication and interpersonal skills, with excellent proficiency in both English and Kiswahili.
- Must be able to drive and possess a license class C.
- The candidate must be able to demonstrate great time management, organization and prioritization abilities.
- A commitment to providing exceptional service and upholding the embassy's reputation.

The Embassy of Sweden in Dar es Salaam offers a competitive salary package, comprehensive benefits, and the opportunity to work in a dynamic and culturally diverse environment.

If you are interested in this exciting career opportunity, send your current CV (max. 5 pages) and one page cover letter merged into one file to **Prospect Africa**. Write "**Property Manager**" in the e-mail subject line. Do not send copies of certificates, letters of recommendation etc. Applications should not be sent directly to the Embassy.

### Closing date for receipt of applications: 21st January 2025

Only shortlisted candidates will be contacted for interview. If you do not hear from us within 4 weeks of the closing date, please, assume your application was unsuccessful.

Send your application to [recruitment@prospect-africa.net](mailto:recruitment@prospect-africa.net)

