



-Job Title: Senior Housing Manager

Reports to: Director of Housing

Grade: 9

Job Family: Housing

Employment status: Permanent Pensionable

Job location: Head Office, Banjul

Job Summary

Under the general supervision of the Director of Housing, the Senior Housing Manager (SHM) shall be responsible for managing all the Estates and Projects of the Department. Precisely, SHM shall support the Director of Housing in managing SSHFC Estates including commercial properties, Housing Estates Development agenda and Construction Projects of the Corporation.

Responsibilities and Duties

1. Supervise the day-to-day operations of all the Units in Housing Department (HD) and monitor the implementation of their KPI to ensure the Unit targets are SMARTLY achieved.
2. Conduct periodic review/appraisal of the HD personnel in each of the Units and provide guidance on potential areas of improvements for each employee.
3. Ensure estates are shown to prospective buyers on time and interested buyers sign the lease agreement accordingly and ensure buyers pay as per the mortgage agreement.
4. Facilitate timely conduct of need and impact assessment for shelter and development of new housing estates.
5. Oversee and manage the mortgage portfolio of housing department and provide periodic report to the Director for Management update.
6. Ensure all maintenance issues for housing assets are resolved in a timely manner, to avoid potential safety hazards or escalating costs for future repairs.
7. Prepare reports and document maintenance records, repairs made, and other pertinent details about the status of the housing property, for periodic submission to senior management team through Director.
8. Directly Responsible for setting targets and supervising the works of Project managers, Estate Managers, Quantity Surveyors, Architects and Land Surveyors, and ensure such targets are met.
9. Work closely with the Legal and Compliance Department to ensure compliance with all housing and other relevant laws when conducting leasing and other housing projects transactions.
10. Work closely with the Corporation's Legal Retainers and Legal and Compliance Department to ensure that the Corporation is well represented at the courts for all projects, mortgages and estates related litigations. in consultation with the Legal and Compliance Department and the Corporation's legal retainers.
11. Develop project goals, objectives, and scopes, in consultation with all relevant stakeholders, ensuring technical feasibility.
12. Oversee and manage all the Corporation's construction and housing projects lifecycle, to ensure they are delivered on-time, within scope, quality and budget and ensure contract payments are effective and efficient with minimal project risks.
13. Monitor industry trends to identify changes in project strategies, tools, terminology and to adjust timely.
14. Ensure that relevant approvals, permits and licenses are obtained from relevant authorities for



development of housing estates and construction projects.

Knowledge

1. Excellent knowledge of construction and building products, codes, regulatory standards, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
2. Excellent knowledge of mortgage portfolio management.
3. Knowledge of different mortgage options for the Corporation housing beneficiaries
4. Knowledge of the Gambia Physical Planning and Development Control Act 1990, Rent Act 2014, National Environment Agency Act and other land laws.
5. Good knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of resources.
6. Excellent knowledge of project management principles and monitoring and evaluation tools and health and safety issues.
7. Excellent knowledge with project management software tools, methodologies, and best practices

Skills and Abilities

1. Excellent records management skills with ability to complete and maintain accurate housing records and its related matters.
2. Excellent skills in mortgages management including interest computation and analysis.
3. Excellent presentation skills, communication skills both in writing and oral as suitable for the needs of the Corporation.
4. Excellent strategic leadership and management skills in a larger organization in general or in Government.
5. Excellent interpersonal, communication, and influencing skills, reflected in an ability to foster effective collaboration across several stakeholders and build consensus, especially in developing policies and guidelines.
6. Excellent time management skills with a proven ability to manage multiple priorities and meet deadlines.
7. Excellent ability to prioritize tasks and to appropriately delegate, with consideration that delegation is not abdication. Excellent skills in interpreting building plans, designs, and analysing cost estimates and bill of quantities.

Qualification (Education) and Experience

1. Master's degree in Construction, Architecture, Real Estate or Land Management, Surveying, Projects Management with 6 years post qualification relevant work experience 3 of which must be at Senior Management level.
2. Bachelor's degree in any of the fields with 8 years post qualification relevant work experience 5 of which must be at Senior Management level.

