



# VACANCY

Perfect Property Solutions Limited is a leading real estate company with registered property valuers and managers. Perfect property solutions is inviting applications from suitably qualified candidates and experienced Zambian professionals to fill a position tenable at our newly opened branch in Lusaka, Zambia.

**POSITION:** REGISTERED VALUER (1 POST)

**Location:** Lusaka, Zambia

## KEY RESPONSIBILITIES

Conduct property valuations and prepare comprehensive reports to support investment and asset management decisions.

- Administer lease agreements and ensure compliance with contractual terms, including renewals and enforcement of defaults.
- Facilitate the leasing and allocation of lettable spaces, including the preparation of offer letters, lease documents, and allocation reports.
- Monitor rental income collections and implement debt recovery measures for arrears.
- Maintain and regularly update the property register, ensuring reconciliation of lettable space with revenue potential.
- Implement and supervise property maintenance programs to ensure properties remain in good condition and meet occupancy standards.
- Oversee and mentor subordinate staff to ensure performance excellence and professional development.
- Collaborate with internal departments to ensure alignment of property valuation outputs with broader operational requirements.
- Prepare monthly and quarterly reports on rental income, property status, and maintenance activities to inform management decisions.

## QUALIFICATIONS AND EXPERIENCE

- Full Grade 12 Certificate with at least five (5) "O" Level passes.
- Bachelor's Degree in Land Economy, Real Estate, or a related field.
- Minimum of three (3) years relevant experience in property valuation, estate management, or related areas.
- Must be a Registered Valuation Surveyor with valid membership to Zambia Institute of Valuation Surveyors.
- Strong knowledge of property management, lease administration, and valuation principles.
- Excellent analytical, reporting, and interpersonal skills.
- Ability to work independently and effectively manage competing priorities.

## Method of Application

Applicants should submit their application letter to **info@ppsmw.com** together with copies of relevant **certificates** and **Curriculum Vitae with** at least three recent and traceable referees.

The Human Resource Manager Perfect Property Solutions Limited  
P. O. Box x66  
Lilongwe  
MALAWI

Applications should be received not later than 16th June, 2025. Only shortlisted candidates shall be acknowledged and invited for interviews.

**Qualified women are encouraged to apply.**

### Lilongwe Office.

P.O Box x66, Lilongwe  
CIL House and Filimoni House  
Plot 4/233 Area 12/439.

### Blantyre Office.

P.O Box 31877, Blantyre,  
off Mandala Road,  
Plot Number BE40

### Mzuzu Office.

Mpico House along  
Orton Chirwa Road,  
Opposite Metro.

+265 999 114 367 | +265 888 446 681



info@ppsmw.com



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