



PERFECT PROPERTY SOLUTIONS LTD

REGISTERED PROPERTY VALUERS & MANAGERS ACCORDING TO LAND ECONOMY BOARD

Lilongwe Office:

P.O.Box X66, Lilongwe,
CIL House and Sacrairie House,
Plot 4/233 Area 4.
Call: +265 999 114 367

Blantyre Office:

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

Mzuzu Office:

Mpico House along
Orton Chirwa Road,
Opposite Metro.



Perfectproperty2010@gmail.com

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 Malawian professionals to fill the position of Property Valuation Analyst tenable at Head Office in Lilongwe

POSTION: PROPERTY VALUATION ANALYST (1 POST)

Location: Lilongwe

Roles and Responsibilities

- ✓ Market Research and Data Development: Develop and maintain comprehensive, market-driven research data using scientifically proven methodologies to support property valuations.
- ✓ Market and Economic Trend Analysis: Analyze market trends and economic indicators to inform property valuation and investment decisions.
- ✓ Quality Management and Assurance: Implement and maintain robust quality management and assurance strategies to ensure accuracy and reliability of valuation outputs.
- ✓ Valuation Administration: Coordinate the management and execution of in-house valuation administration processes.
- ✓ Valuation Project Management: Monitor and manage valuation projects from initiation to completion, ensuring timely and accurate delivery.
- ✓ Risk Management and Mitigation: Manage and analyze risks associated with property valuations, providing advice to management on mitigation measures and strategies.

- ✓ Team Coordination: Coordinate with the valuation team to ensure effective and efficient delivery of valuation services.
- ✓ Client Database Management: Maintain a comprehensive database of clients, updating it regularly to support management decisions.
- ✓ Risk and Compliance Reporting: Report to management on potential risks, non-compliance issues, and other matters affecting valuation outcomes.
- ✓ Property Inspections: Conduct property inspections for valuation or management purposes as required.
- ✓ Valuation Model Maintenance: Develop and maintain valuation models, ensuring they reflect current market conditions and best practices.
- ✓ Stakeholder Communication: Communicate valuation findings, risks, and recommendations to stakeholders, including management and clients.
- ✓ Regulatory Compliance: Ensure valuation practices comply with relevant regulations, standards, and guidelines.
- ✓ Any other administrative duties assigned by supervisor

Requirements

Qualifications and Skills

- ✓ A degree in Land Economy, or a related field.
- ✓ At least 2 years of relevant experience in property valuation or real estate management.
- ✓ Excellent knowledge of valuation techniques, property laws, and market dynamics.
- ✓ Strong analytical and problem-solving skills.
- ✓ Exceptional organizational and communication skills.
- ✓ Proficiency in property management software and Microsoft Office Suite.
- ✓ Ability to work both independently and as part of a team.

POSITION: ADMINISTRATIVE OFFICER (1 POST)

Location: Lilongwe

Roles and Responsibilities

- ✓ Procurement and Supply chain management
- ✓ Handling of claims and reimbursements
- ✓ Assisting in management of office operations
- ✓ Manage calendars, schedule appointments, and organize meetings for executives.
- ✓ Handle incoming and outgoing communications, including emails, phone calls, and correspondence.
- ✓ Assisting in managing day to day office operations
- ✓ Arrange travel itineraries, accommodations, and transportation for executives.
- ✓ Organize and prepare agendas for meetings, take minutes, and follow up on action items.
- ✓ Assist in managing projects by tracking progress, deadlines, and deliverables.
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- ✓ Maintain and update records, databases, and filing systems.
- ✓ Serve as a point of contact for clients and stakeholders, ensuring professional communication and relationships.
- ✓ Assist with budget tracking, expense reports, and invoicing.
- ✓ Handle sensitive information with discretion and confidentiality.
- ✓ Anticipate challenges and proactively address issues that may arise in daily operations.
- ✓ Conduct research and compile data to assist executives in decision-making.
- ✓ Any other administrative duties assigned by supervisor

Requirements

- Candidates must have a Bachelor's degree in Business Administration, Office Management, or equivalent from a recognized university.
- Experience: 3-5 years of experience in administrative and/or executive support roles.
- Skills: Strong organizational and multitasking skills, excellent verbal and written communication skills, proficiency in Microsoft Office Suite or Google Workspace.

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.

Applications should be received not later than 17th August, 2025

The Human Resource Manager

Perfect Property Solutions Limited

P. O Box x66

Lilongwe

Qualified women are encouraged to apply