
DIRECTORATE
ECONOMIC GROWTH

DEPARTMENT
Property Transactions

SALARY

Basic:R395 945 p.a

REFERENCE NUMBER

EG 20/25 Ext

CLOSING DATE

06.06.2025

ELIGIBILITY

Suitably Qualified
candidates

Assistant Professional Officer

Requirements

- Relevant tertiary qualification, preferably a Certificate/Diploma/First Degree or equivalent in property Management or Built Environment or related
- 2 years' relevant experience
- Computer Literacy
- Must be available in a case of emergencies

Key Performance Areas

- Processing of applications to lease immovable property by Executing the lease administration function relating to applications to lease immovable property, including adherence to legislative requirements and reporting to obtain decisions.
- Drafting various reports, memos and letters during the processing and finalisation of lease applications.
- Drafting of lease agreements.
- Attending various internal and external meetings, including site inspections, Subcouncil meetings and meetings with applicants.
- Assist with functional specific training and control and general leadership within section.
- Capturing lease-out agreements on SAP Real Estate module and PTMS.
- Attending to lease-out account queries and complaints promptly and effectively.
- Attending to various contract compliance queries for the active lease portfolio of the Region.
- Provide immovable property advice relating to leasing
- Ensure compliance with legislation including the Municipal Finance Management Act

How to Apply

By submitting your application for a position at the City of Cape Town, you are consenting to the use of your personal information provided as part of your application and/or Recruitment process for Recruitment and Selection purposes. In addition, you may be required to undergo, including but not limited to, Criminal and



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Security Checks, Personal Verification, and Lifestyle Audits, throughout your recruitment process and/or subsequent employment.

External candidates: APPLY ON LINE VIA
www.capetown.gov.za/careers

Internal staff: APPLY ON LINE VIA SAP PORTAL

Certified copies of qualifications must be available on request. Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful.



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