

# VACANCY

**Position:** CONVEYANCE OFFICER  
**Job Grade:** C3  
**Location:** Central Regional Office, Windhoek

The incumbent will be responsible to transfer ownership of properties purchased by NHE and clients respectively; to ensure that in all transactions, adequate security is put in place in order to protect NHE's interests.

## Key Performance Areas:

- Facilitates and coordinates the process of transferring of Properties from Town Council to NHE,
- Facilitates and coordinates the process of transferring of Properties to clients,
- Responsible for processing of bonds cancelation,
- Deals with Third party consent requests,
- Record administration and compilation of management report and statics,
- Establishes and maintains good customer service and stake holders' relations
- Administration of Payments,
- Issuance of cancellation figures and calculations of guaranteed pay-out (settlements).

## Skills and Knowledge Competency requirements:

- Good knowledge of legal procedures for conveyancing
- Basic knowledge of accounting/budgeting
- Planning and analytical skills,
- Ability to work under pressure,
- Good interpersonal and communication skills.
- Negotiation and conflict management skills,

- Computer literacy skills (MS Office – Word, Excel, Outlook, PowerPoint),

## Minimum qualification and experience Requirements:

- National Diploma in Land Administration or relevant qualification with experience
- 3 years' experience in the conveyancing environment or related fields,
- Basic knowledge of property law,
- Valid driver's license

Applicants should be Namibian citizens.

NHE is an equal opportunity employer and offers a competitive remuneration and benefits packages. People with disabilities meeting requirements are encouraged to apply.

Only shortlisted candidate will be contacted, and no documents will be returned.

Applications should be addresses and or hand delivered to:

**The Chief Executive Officer**

**Attention: The Executive: Human Capital & Strategy**

**NHE Head Office**

**7. Gen. Murtala Muhammed Ave.**

**PO Box 20192, Eros,**

**Windhoek**

Only e-mailed applications will be accepted emailed to: [recruitment@nhe.com.na](mailto:recruitment@nhe.com.na)

**CLOSING DATE: 03 JULY 2024**