



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

**Vacancy: Inspector X 4 - Head Office
Permanent**

OVERALL RESPONSIBILITY

The role is responsible for conducting inspections in terms of section 25 of the PP Act and section 45 of the FIC Act to determine whether the provisions of the PPA and FICA are being complied with. The inspector is responsible for drafting an inspection report and compliance notice in accordance with section 26 of the PPA. The incumbent is responsible for issuing of compliance notices following an inspection conducted and emailing to the property practitioner inspected where non-compliance is identified.

MINIMUM REQUIREMENTS

- Bachelor's Degree, Legal and Accounting Qualification or equivalent.
- Post – qualification certificate in compliance essentials/management would be advantageous.
- Minimum 3 years' working experience in a similar environment.
- Working knowledge and understanding of legislation governing the real estate sector.
- Good background knowledge and understanding of Government policy and legal compliance issues in the public sector.
- People Management, Research, Presentation, Facilitating and Organizational skills.
- Sound knowledge of Audit standards and Property Law.
- Interpersonal skills and relationship building skills.
- Business Acumen and organizational skills.
- Quality Focus, high accuracy and attention to detail.

KEY RESPONSIBILITIES

- Conduct inspection visits to the Property Practitioners/ Property Agencies.
- Conduct visits to the Property Practitioners to follow up on the outcome of inspections
- Conduct project administration, record keeping and produce project related reports.
- Liaise with Property Practitioners with a view to advising them of the findings.
- Regularly engage with stakeholders to understand their requirements thereby adding value.
- Contribute to the development and management of operational plans in the unit.
- Implement the effectiveness and efficient complaints processes for the unit.
- Provide accurate and well-informed advice to inspected Property Agencies.
- Ensure value adding relationships built with stakeholders.

REMUNERATION:

Market related remuneration will be negotiated with the successful candidate.

TERM OF APPOINTMENT:

Permanent.

HOW TO APPLY:

- Applications must be submitted in writing and must consist of a detailed CV and a motivation for application.
- Preference will be given to candidates whose appointment will enhance representivity.
- Applications received after the closing date will not be considered.



The PPRA is an equal opportunity employer. The post is open to all without distinction.

CLOSING DATE: 18 February 2024

Candidates should communicate their interest to the above positions by **18 February 2024** through e-mail to vacancies@theppra.org.za

Should applicants not receive any correspondence within three weeks after the closing date, they must accept that their applications have not been successful.