



Norwegian Embassy
Dar es Salaam

JOB OPPORTUNITY

The Embassy is responsible for representing and promoting Norwegian interests in Tanzania and has approximately 32 employees. We would like to invite applications from suitable qualified candidates for the position of Property Manager. The job holder will report to the Head of Administration.

PROPERTY MANAGER

Main duties and responsibilities:

- Oversee the daily operations of the embassy's properties, ensuring all facilities are functioning optimally
- Set strategic directions for the maintenance and upkeep of the embassy building, residences and equipment
- Coordinate with the Embassy and the Norwegian National Property Board for maintenance, repairs and renovations
- Manage property budgets, expense tracking and reporting
- Optimize procurement and vendor management
- Liaise with service providers to maintain supply of services
- Ensure compliance with local laws and regulations pertaining to property management and embassy operations.
- Serve as the primary point of contact for tenants, addressing concerns and facilitating a positive living and working environment
- Implement and maintain security protocols to safeguard the properties and their occupants
- Conduct regular inspections and audits to uphold property standards and embassy expectations.
- Act as support for IT-related matters at the Embassy
- Perform other tasks decided by the Head of Administration

Desired Skills, Qualifications and Experience:

- A minimum of 5 years' experience in property management, preferably within a diplomatic context.
- Must have advanced mechanical skills and knowledge of plumbing, electricity and other building systems.
- Degree in engineering or equivalent merits
- Excellent IT knowledge
- Strong organizational and leadership skills, with the ability to manage multiple tasks at the same time.
- Good communication skills, with excellent proficiency in both English and Kiswahili
- Must be able to drive and possess a driving license, class C
- The candidate must be able to demonstrate skillful time management, organization and prioritization abilities
- A commitment to providing excellent service and upholding the embassy's reputation

Personal Qualities:

The Norwegian Embassy in Dar es Salaam offers a competitive salary package, comprehensive benefits, and the opportunity to work in a dynamic and culturally diverse environment. If you are interested in this employment opportunity, send your current CV (max.5 pages) and a one-page cover letter merged into one file to Prospect Africa. Write "Property Manager, Norwegian Embassy" in the e-mail subject line. Do not send copies of certificates, letters of recommendation etc.

Applications should not be sent directly to the Norwegian Embassy.

Closing date for receipt of applications: 18th September 2025.

Only shortlisted candidates will be contacted for interview.

If you do not hear from us within 4 weeks of the closing date, please assume your application was unsuccessful.

Send your application to recruitment@prospect-africa.net

