



Terms of Reference

Position	: Manager, Tenancy and Rental.
Qualification	: B.Com with 7 to 10 years of working experience.
Grade & pay	: 5 / 30,155-755-45,255 with 20% HRA. Other benefits as per company's service rules and regulations.
Reporting	: General Manager, Real Estate Division.
Duty Station	: Head Office, NHDCL, Thimphu

Job Responsibility of Manager, Tenancy & Rental:

1. Shall be accountable for timely rental collection and maintenance of up to date rental records
2. Supervise the monthly rental reconciliation and report
3. Compilation of revenue forecast and preparation of reports on revenue collections for the region including analysis of revenue trends forecast/indicators and reporting thereof
4. Co-ordinate subordinate offices and agencies in their region with regard to the assessment and collection of revenue;
5. Assist in report/memos writing, post auditing and fraud investigations;
6. Responsible for managing a portfolio of rental properties, ensuring that they are well-maintained, occupied by good tenants, and generating rental income
7. Develop and implement marketing and advertising strategies to attract prospective tenants to the properties.
8. Shall be responsible for screening potential tenants, including conducting background checks, verifying income, and checking references, to ensure that they are qualified to rent the property.
9. Shall be responsible for negotiating and managing lease agreements with tenants, ensuring that all parties understand the terms and conditions of the lease.
10. Shall be responsible for collecting rent from tenants, managing rental income and expenses, and ensuring that all financial records are accurate and up-to-date.
11. The Manager Rental and Tenancy will need to maintain positive relationships with tenants, responding to their inquiries and concerns in a timely and professional manner.



-
12. Shall have to stay up-to-date with local laws and regulations regarding rental properties, ensuring that all properties under their management are in compliance with these requirements
 13. Any other assignment that may be assigned by the company.