



VACANCY ANNOUNCEMENT

NAWEC wishes to invite suitably interested and qualified candidates to submit applications for the vacant position of **Estate and Documentation Officer** within the Group Corporate Services Directorate. We are seeking a detail-oriented and highly organized professional to support the effective management of NAWEC's property portfolio through the maintenance of accurate estate records, documentation, and property-related administrative processes.

Position	Estate and Documentation Officer
Department	Group Corporate Services Department
Role Summary	The Estate and Documentation Officer is responsible for managing NAWEC's property records, estate documentation, and related administrative activities. The role ensures that property information, leases, agreements, plans, and other estate records are accurate, properly maintained, accessible, and up to date. The position is both office and field-based and may require visits to NAWEC properties and project sites.
Reporting Relationships	Reports to the Facilities Manager.
Duties and Responsibilities	• Maintain accurate and up-to-date records of NAWEC properties, land, buildings, leases, agreements, and related documents. • Manage and maintain both physical and electronic estate documentation records. • Coordinate the preparation, renewal, and tracking of leases, tenancy agreements, licenses, permits, and other property-related documents. • Maintain a comprehensive property register, including ownership details, locations, boundaries, usage, and supporting documentation. • Assist with land and property acquisition, registration, transfers, and related documentation. • Conduct site visits to verify property information,

	boundaries, occupancy, and general estate conditions. • Liaise with relevant government authorities, landlords, surveyors, and other stakeholders on estate matters. • Ensure property documents are properly filed, protected, and readily accessible when required. • Track expiry dates and renewal requirements for leases, permits, agreements, and other estate-related documents. • Prepare reports, schedules, correspondence, and documentation relating to NAWEC's estate and property portfolio. • Support the resolution of property-related issues, including ownership, boundary, and documentation matters. • Assist in monitoring the use and occupancy of NAWEC properties and identify unauthorized use or occupation. • Support property inspections and maintain records of estate-related maintenance and improvement works. • Ensure compliance with relevant property, land, legal, and compensation requirements.
Requirements and Qualifications	• At least a Bachelor's degree in Management, Business Administration, Estate Management, or a related field. • Minimum of 3 years relevant experience in estate/property management, land administration, or a related field. • Experience working with the Department of Lands and Survey and Physical Planning will be preferred. • Experience in property valuation and the management of land title deeds. • Good knowledge of property records, leases, land documentation, and estate administration. • Certification or experience in Records Management would be an added advantage • Strong attention to detail and ability to maintain accurate records. • Good communication and stakeholder-management skills. • Proficient in MS Office applications and electronic document management systems. • Ability to conduct field inspections and work effectively with multiple stakeholders. • Ability to manage confidential information, prioritize tasks, and meet deadlines.

Competancy	Detail
Record and Document Management	Ability to maintain accurate, organized, and secure property records, leases, agreements, and estate-related documents.
Attention to Detail	Demonstrates a high level of accuracy in managing documentation, verifying property information, and maintaining records.
Planning and Organizing	Strong ability to prioritize tasks, manage competing demands, and meet deadlines in a dynamic operational environment.
Communication and Stakeholder Management	Ability to build and maintain effective working relationships with government institutions, landlords, surveyors, legal representatives, and internal stakeholders.
Confidentiality	Ability to handle sensitive information with professionalism, discretion, and a high degree of ethical conduct.

How to Apply

Please send an e-mail to **recruitment@nawec.gm** referencing the position being applied for, along with a curriculum vitae and cover letter.

Closing Date

The closing date for receipt of applications is **30th October 2026** by close of business.