

Position Description

Vacancy Title: **Technical Officer**

Location:

Reports To: **None**

Objective

The Technical Officer provides technical oversight and advisory support across property asset management and development project delivery, ensuring assets and projects align with approved standards, budgets, and compliance requirements. Technical due diligence, procurement support, and risk management enable sound commercial decision-making across acquisitions, disposals, leasing, and capital works. The role reports to the Manager Investment.

Outcomes

Organisational Stakeholders

1. Asset Performance and Lifecycle Outcomes Achieved

- Technical oversight provided for existing property assets including buildings, infrastructure, utilities, and plant and equipment.
- Asset conditions monitored and maintenance, repair, replacement, and capital improvement requirements identified.
- Asset management plans and lifecycle replacement programs developed and maintained.
- Property maintenance performance reviewed and required service standards enforced with service providers.
- Technical due diligence supported for acquisitions, disposals, and leasing transactions.

2. Development Delivery and Risk Outcomes Achieved

- Technical input provided across feasibility, planning, design, procurement, construction, and commissioning phases.
- Project concepts, designs, specifications, and construction methodologies reviewed.
- Technical reviews coordinated with consultants, contractors, operators, and stakeholders.
- Project progress, quality, safety, and compliance monitored against approved specifications and budgets.
- Project risks identified and mitigation actions supported throughout the development lifecycle.

3. Procurement and Contract Control Outcomes Achieved

- Technical scopes of work, specifications, and tender documentation prepared.
- Tender evaluations and contractor assessments supported.
- Technical submissions, variation claims, extension of time requests, and contractor performance reviewed.
- Contractor compliance monitored against contractual and technical requirements.

4. Technical Due Diligence and Investment Advisory Outcomes Achieved

- Technical assessments conducted for prospective development sites and investment opportunities.
- Engineering, architectural, environmental, and infrastructure reports reviewed.
- Technical risks, constraints, opportunities, and cost implications identified for commercial evaluation.
- Technical recommendations provided to support investment and development decisions.

5. Compliance, Approvals, and Governance Outcomes Achieved

- Compliance monitored with building codes, planning regulations, environmental requirements, and health and safety standards.
- Risk management and quality assurance processes implemented and supported.
- Development approvals, permits, and certifications obtained with support.
- Technical documentation and records maintained appropriately.

6. Stakeholder Alignment and Commercial Support Outcomes Achieved

- Liaison maintained with consultants, contractors, utility providers, government agencies, hotel operators, tenants, and property managers.
- Communication facilitated between technical teams and commercial management.
- Negotiations supported through provision of technical analysis and recommendations.

7. Reporting, Controls, and Performance Visibility Outcomes Achieved

- Technical reports, project updates, risk registers, and asset condition assessments prepared.
- Project budgets, schedules, and technical performance indicators tracked.
- Management reporting supported on asset performance and capital projects.

8. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Quality Focus	Deliver quality.
People	
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Architecture, Civil Engineering	or a related discipline

Work Knowledge and Experience

5–10 years of experience in property management, construction, infrastructure, hospitality developments, or commercial real estate projects.

Experience coordinating and working with consultants, contractors, and property operators.

Experience in asset lifecycle management, building condition assessments, and facilities management principles.

Experience in design review, construction monitoring, quality control, and commissioning support.

Experience in procurement support, tender evaluation processes, and contract administration.

Experience assessing technical risks, constraints, and cost implications for feasibility and investment decision support.

Familiarity with hotel, resort, mixed-use, commercial, or institutional developments (highly desirable).

Knowledge of structural, civil, mechanical, electrical, and plumbing fundamentals and building services/utility infrastructure.

Knowledge of building regulations/codes, development approval processes, occupational health and safety, and environmental compliance.

Ability to translate technical issues into commercial terms, produce technical reports, and manage multiple priorities.

Requirements

Regulatory Compliance Requirements

English language proficiency (professional working level). Professional membership with a relevant built-environment or engineering body (as applicable). Regulatory license or registration required by local jurisdiction for practicing as an engineer/archi

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Properties Team.	
	Procurement Team.	

Type	Interaction	Comments
	Finance & Accounts Team.	
	Legal/Contracts Team.	
External		
	Contractors/Sub Contractors.	
	Quantity surveyors /Cost Consultants	
	Project Management Consultants	
	Utility Providers.	
	Regulatory Bodies.	
	Suppliers/Vendors	
	Environmental Consultants & Specialists.	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Contact for Enquiries

Contact Name: Lusiana Nuqanuqa

Contact Email: lusi@maxumise.com

Further Contact Information: Maxumise Office Ph: 7733137

Closing Date: 17 Oct 2026