



manitobahousing

Our Vision: creating stronger communities through housing solutions

**DISTRICT MANAGER
REGIONAL OFFICES-PROPERTY SERVICES
SELKIRK, PORTAGE LA PRAIRIE, DAUPHIN, THE PAS**

Competition Number: 646

Classification: AD3

Salary Range: \$51,425 - \$62,111 per annum (plus Remoteness Allowance for The Pas)

Closing Date: October 30, 2009.

Manitoba Housing is a crown corporation that provides a continuum of affordable housing services including rental housing, renovation, and homeownership programs. Manitoba Housing promotes independence and self-sufficiency by providing adequate, safe, and secure housing to people in need. If you are looking for interesting and challenging work, this is a great opportunity to join our team.

QUALIFICATIONS

The successful candidates will possess a university degree in business administration, commerce, or related field and possess a Certified Property Management (CPM) or Master of Business Administration (MBA) designation, or equivalent combination of education and experience. Several years demonstrated managerial and team leadership skills with experience in organization and financial management, human resource management, and property management. Experience with building maintenance and operations, construction trade practices, and budget management are essential. Experience in community development, diverse tenant bases, and the ability to deal with issues at a community level is required. Demonstrated communication and interpersonal skills; strong analytical, problem solving, organizational, and supervisory skills, and the ability to work under pressure with competing deadlines, will be required. Candidates must possess a valid driver's licence, be able to travel, and provide their own vehicle. The successful candidates will be required to provide a satisfactory criminal records check.

DUTIES

Reporting to the Regional Director, the District Manager is responsible for providing leadership, direction, and support to services staff responsible for the overall delivery and administration of the property management functions of the assigned social housing District within the Region. Accountabilities include planning and coordinating all real property and maintenance programs; establishing and maintaining financial and administrative systems and procedures including budget preparation and reporting, as well as developing and maintaining effective tenant relations procedures and support services. The incumbents will be responsible for: representing Manitoba Housing in matters involving the general public, tenant groups, government agencies, local contractors, and social housing advisory groups. Through a number of professional, technical, and administrative support staff, the incumbents will ensure the effective and efficient operation of the District.

An eligibility list may be established for future opportunities that may become available.

Manitoba Housing offers an attractive benefits package and pension plan.

***Candidates must specify location preferences in their resume or cover letter.**

APPLY TO

Specifying competition number

**Manitoba Housing
Human Resource Services
4089 - 300 Carlton Street
Winnipeg MB R3B 3M9
Fax: (204) 948-2160**

Please ensure your cover letter and resumé clearly **indicates how you meet the qualifications.**

We thank all who apply and advise that only those selected for further consideration will be contacted.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or resumé if they are from any of the following groups: women, Aboriginal people, visible minorities and persons with disabilities.