


ERIS PROPERTY GROUP				
JOB DESCRIPTION REGIONAL VALUER		DATE ISSUED	October 2024	
		REVISION	0	
COMPILED BY	HCBP, Line Manager	REVIEWED BY	HR Manager	Doc.: HR
APPROVED BY	Executive Head: Valuations			Page 1 of 5

Position: Regional Valuer

Company: Eris Property Group

Location: Sandton based

Report: Executive Head: Valuations

Purpose of Job

The purpose of this job is:

- For the Valuer to carry out accurate and professional valuations of fixed property and to inform and advise clients.

Primary Duties and Responsibilities

Job Requirements:

- Provide property valuation service to existing external clients
 - Objective appraisals of individual properties and client portfolios to determine accurate and current market and replacement cost values.
 - Manage and execute the valuation process including the timetable, allocation and reporting functions where appropriate
 - Accurate physical inspection
 - Detailed market research
 - Valuation calculations
 - Fully motivated valuation reports
 - Report to client accurately and on time
 - Deal with client queries professionally
 - Secure cost recovery and payment of allocated fee
- Promote the services of the Valuation division to private and group Clients in order to generate additional valuation fee income
 - Generation of new sources of valuation income
 - Identify possible new clients and retention of existing clients

- Liaise with colleagues re possible new clients
- Keeps up to date with national and international trends in property valuations
- Preparation of Valuations of Managed Portfolios covered by the Region including in support of Asset Management:
 - Bi-annual valuations of MMI portfolio and monthly valuation of the Hedge Fund properties
 - Annual physical inspection
 - Preparation of valuation notes for each property including title deed information, town planning, photographs, current market information and detailed inspection notes
 - Analysis and reviews of forecast information generated by property management
 - Accurate valuation calculations
 - Presentation to AM and discussion thereof
 - Respond to queries professionally
 - Support AM in any requested areas such as market research, professional advice
 - Responsibility for managing the municipal valuations of all group properties including alerting AM to new rolls, analysis of MV, objection and appeal where necessary
 - Having knowledge of general market and economic conditions relative to individual properties in the portfolios.
 - Working with other divisions of Eris in certain areas including:
 - the preparation of property budgets
 - Local authority Valuations
 - Municipal Valuation Rolls
 - Undertaking ad hoc research and valuation work
- Oversee valuation staff in region and mentor any candidate valuers
- Assist other departments within Eris where necessary
- Budget control
- Ad hoc duties

Important Characteristics

- Strong background in commercial valuations and good experience in DCF and other investment valuation techniques
- Knowledge of MRI Investment Modelling an advantage
- Motivated and conscientious
- Excellent time management skills
- Professional attitude
- Capable of independent work and showing initiative
- Leadership qualities
- To be in possession of a full South African driver's license and reliable transport
- To have the flexibility and mobility to travel and work away from the office

Skills Essential to the Role – Technical

- Registered as a Professional/Associate Valuer with the South African Council for the Property Valuation profession. MRICS an advantage.
- Have at least 5 years' experience as a qualified Valuer
- Strong Proficiency in relevant computer software packages
- Excellent attention to detail and numerate accuracy