

<b>Job Title</b> : <b>REGISTRAR</b> <b>Job Grade</b> : Upper E (Paterson) <b>Business Unit</b> : Office of the Registrar	<b>Span of Control</b> : 6+ (direct) <b>Higher Authority</b> : President: SACPCMP Council
--	--

**MINIMUM JOB REQUIREMENTS**

Qualifications	Experience	Certification/ Professional Registration
<ul style="list-style-type: none"> <li>Relevant Degree preferably in Built Environment.</li> <li>Any Degree in Business / Financial Management</li> <li>Masters Degree in Built Environment or Business Management an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum eight (8) years' experience in leadership position preferably in similar environment as SACPCMP; or</li> <li>Minimum five (5) years' experience in similar position.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Built environment professional registration with recognised South African professional bodies.</li> <li>Any other relevant and recognised certification.</li> </ul>

**JOB PURPOSE**

The purpose of this job is to:-

- champion (as Industry Regulator) the delivery of transformation agenda for the Project and Construction Management professions.
- lead the development and implementation of high level strategies and ensure good management of SACPCMP operations.
- build a positive image of the organisation and ensure the promotion and marketing of the SACPCMP brand that is recognised by industry players.
- proactively develop programs in line with SACPCMP legislated mandate to ensure protection of the public and consumers of services provided by SACPCMP registered professionals.
- supervise and control all strategic and operational aspects of the organisation.
- lead the development of the organisation's vision and mission anchor statements.
- build customer focussed solutions that are underpinned by understanding the needs of registered professionals, consumers of SACPCMP services and programs, as well as care for the general public.
- lead and direct the development of short to medium term strategic plans, policies, guidelines, structures and processes.

**KEY RESPONSIBILITIES**

Key Performance Areas	Key Attributes	Support Functions	Additional Functions
<p>1. Facilitation of Strategic Direction of Council decisions.</p>	<ul style="list-style-type: none"> <li>Facilitate the appointment of Council members and Committee members.</li> <li>Develop, implement and monitor the strategic direction for the Council as per DPW Aligned Strategic Plan and Annual Performance Plan.</li> <li>Recommend to Council for decisions making and adjustments to decisions as deemed necessary based on council's needs.</li> </ul>	<ul style="list-style-type: none"> <li>Co-signing cheques, monitoring electronic bank transfers, investing surplus monies.</li> <li>Compile annual budgets and reports in liaison with Council staff and respective committees for approval by Council.</li> </ul>	<ul style="list-style-type: none"> <li>Developing, implementing and monitoring the strategic direction for the Council as per DPW Aligned Strategic Plan and Annual Performance Plan.</li> <li>Obtain Council approval/ resolution for all recommendations and adjustments.</li> </ul>
<p>2. Manage the implementation of SACPCMP business plans and ensures the achievement of objectives</p>	<p><b>Review the business plan</b></p> <ul style="list-style-type: none"> <li><b>Strategic Priority 1:</b> Improve Operational Effectiveness and Efficiencies</li> <li><b>Strategic Priority 2:</b> Increase Registrations</li> <li><b>Strategic Priority 3:</b> Build Financial Sustainability</li> <li><b>Strategic Priority 4:</b> Effect Government priorities/ imperatives</li> <li><b>Strategic Priority 5:</b> Finalise IDoW</li> <li><b>Strategic Priority 6:</b> Implement Mandated Programmes.</li> </ul>	<ul style="list-style-type: none"> <li>Manage, coordinate and implement the business plan of the Council.</li> <li>Manage and monitor operations and execution of the various programmes in the business plan.</li> <li>Manage the performance of committees / facilitators / consultants executing Council Programmes</li> </ul>	<p><b>To ensure:</b></p> <ul style="list-style-type: none"> <li>Strategic input from each programme's action plan.</li> <li>Adherence to planned targets.</li> <li>Monitor critical outputs of business plan.</li> <li>Monthly, quarterly and annual reporting to relevant structures and authorities.</li> </ul>

Key Performance Areas	Key Attributes	Support Functions	Additional Functions
<p>3. Human Resources Management</p>	<ul style="list-style-type: none"> <li>• Manage the employees in the office of the Registrar and ensure that sound and best Human Resource Management practices are implemented in the organisation.</li> <li>• Lead the process of managing staff performance and Personal Development Plans.</li> <li>• Oversee the development of Human Resource Plans and approval thereof.</li> <li>• Ensure that Human Resources are appointed.</li> <li>• Lead the development and review of job profiles as well as the evaluation of SACPCMP jobs.</li> <li>• Approve Human Resource Plans for the organisation and monitor implementation thereof.</li> </ul>	<ul style="list-style-type: none"> <li>• Support the implementation of Employee Relations Strategies.</li> <li>• Monitor with the assistance of HR subject matter expert, the implementation of HR Committee resolutions on all Human Resources issues in the organisation.</li> <li>• Support the crafting of Human Resource Agenda for the organisation and monitor the implementation thereof.</li> <li>• Assist in driving the processes to ensure the implementation of Wellness and Employee Assistance Programmes.</li> </ul>	<p><b>To Ensure:</b></p> <ul style="list-style-type: none"> <li>• Monthly and quarterly HR reports are compiled and submitted.</li> <li>• Performance reviews are conducted.</li> <li>• Total compliance with employment laws, HR policies, guidelines and regulations.</li> <li>• Induction programme for new staff takes place.</li> <li>• Ensure positive impact of employee engagement processes in the organisation.</li> <li>• Compliance of the Council with regard to employment legislation</li> </ul>

Key Performance Areas	Key Attributes	Support Functions	Additional Functions
<p>4. Stakeholder Management and implementing marketing advocacy policies</p>	<ul style="list-style-type: none"> <li>• Conduct public presentations and educating public on Council activities</li> <li>• Forge working relations with other statutory bodies/government departments / industry / international bodies</li> <li>• Advise Council, committees and registered persons on matters affecting the various professions under the ambit of the SACPCMP.</li> <li>• Drive the recognition agenda of Voluntary Associations and actively participate in Council activities and programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Seek and building strategic alliances and collaborative arrangements through partnerships and/or networks to advance the objectives of the organization.</li> </ul>	<p><b>To ensure:</b></p> <ul style="list-style-type: none"> <li>• Effective Council that maintains the status or prestige and dignity of its professions.</li> <li>• Adoption of marketing and communication strategy.</li> <li>• Participation in stakeholder forums and built environment industry events.</li> <li>• Road shows are conducted in relevant platforms including tertiary institutions.</li> <li>• Signing of MOAs with all strategic partners.</li> <li>• Interactive website</li> <li>• Compilation and distribution of SACPCMP Newsletters / yearbooks / annual reports.</li> <li>• Media forums and Press releases</li> <li>• Quarterly stakeholder meetings are conducted</li> <li>• Increased number of Voluntary Associations.</li> </ul>

Key Performance Areas	Key Attributes	Support Functions	Additional Functions
<p>5. Implement Council Policies and decisions.</p>	<ul style="list-style-type: none"> <li>• Manage financial affairs of the Council as per requirements of the Act and related legislation governing public finances.</li> <li>• Develop and managing budget plans for the Council.</li> <li>• Monitor the development and implementation of financial and accounting policies for Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Managing the financial affairs of the Council as per requirements of the act and related legislation governing public finances.</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory legal compliance.</li> </ul>
<p>6. Manage Performance of Committees / Facilitators / Consultants executing Council Programmes.</p>	<ul style="list-style-type: none"> <li>• Analyse each committees / consultant deliverables.</li> <li>• Develop of specified categories as prescribed by council.</li> <li>• Develop a monitoring system.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor performance &amp; quality of work in accordance with agreed deliverables.</li> </ul>	<p><b>To ensure:</b></p> <ul style="list-style-type: none"> <li>• Effective and efficient delivery on the programmes.</li> <li>• Adherence to set targets on the work plan.</li> <li>• Timeous delivery of all work programmes outputs in the committees.</li> <li>• Recognition of Construction Health and Safety category.</li> <li>• Recognition of Construction mentorship.</li> <li>• Recognition of Building Inspectors.</li> </ul>

Key Performance Areas	Key Attributes	Support Functions	Additional Functions
7. Financial Management.	<ul style="list-style-type: none"> <li>• Manage SACPCMP financial affairs as per requirements of the Act and related legislation governing the management of public finances.</li> <li>• Ensure the delivery of acceptable audit opinions and reports.</li> <li>• Drive implementation of transparent and effective supply chain management processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring the development and implementation of financial and accounting policies for Council.</li> <li>• Develop and manage budget plans for the Council.</li> </ul>	<p><b>To ensure:</b></p> <ul style="list-style-type: none"> <li>• Adherence to the governing legislation.</li> <li>• Approval of annual budgets.</li> <li>• Approval and implementation of financial and accounting policies.</li> </ul>
8. Drive and increase the use of IT based registrations system incorporating a database and billing system.	<ul style="list-style-type: none"> <li>• Facilitate the development, implementation and review of the Council's IT Strategy.</li> <li>• Manage the database development management.</li> <li>• Monitor the development and use of electronic document management system.</li> <li>• Lead the development and implementation of an IT based registration system.</li> <li>• Drive the development and maintenance of Interactive and user-friendly website.</li> <li>• Sign off SLAs and monitor the delivery of ICT systems / technology.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor Data Security and implementation of new IT policies.</li> <li>• Lead the development of ICT governance framework and enterprise architecture framework.</li> <li>• Ensure Network upgrade and back up optimization as well as infrastructure development.</li> <li>• Champion the development of ICT Strategy and Operational Plan.</li> </ul>	<p><b>To ensure:</b></p> <ul style="list-style-type: none"> <li>• Policy Compliance.</li> <li>• IT plans are aligned to strategic plan.</li> <li>• Rapid retrieval of information.</li> <li>• Electronic filing.</li> <li>• Automated data.</li> <li>• Interactive website.</li> <li>• Responsive ICT environment aligned to the strategic plan of Council.</li> </ul>

Key Performance Areas	Key Attributes	Support Functions	Additional Functions
9. Facilitate the development of regulatory environment in line with the SACPCMP Act.	<ul style="list-style-type: none"> <li>• Conduct policy / legislative reviews and facilitating recommendations to the Council</li> <li>• Establish appropriate structures, systems and procedures to ensure implementation of the policy.</li> <li>• Manage complaints and allegations relating to breaching of the Act.</li> <li>• Maintain the register of Council resolutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Managing complaints and allegations relating to breaching of the Act.</li> <li>• Develop, implement and manage the registration of professional persons in designated categories.</li> <li>• Ensure compliance with corporate governance.</li> <li>• Lead in the management of organisation-wide identified risks.</li> </ul>	<p><b>To ensure:</b></p> <ul style="list-style-type: none"> <li>• Policy and legislative reviews.</li> <li>• Gazetting of regulations.</li> <li>• Total compliance with the SACPCMP Act.</li> <li>• Development of Programme Accreditation policy.</li> <li>• Development of Continuing Professional Development (CPD) policy.</li> <li>• Maintenance of national register of registered persons.</li> </ul>

#### COMPETENCIES

Knowledge	Skills	Leadership Qualities
<ul style="list-style-type: none"> <li>○ Corporate Governance.</li> <li>○ Service Level Agreements (SLAs)</li> <li>○ Financial management</li> <li>○ Investigations / auditing</li> <li>○ Risk management</li> <li>○ Disaster Recovery and Business Continuity</li> <li>○ Data analysis</li> <li>○ Project Management</li> <li>○ Conflict management</li> <li>○ Human Resources Management</li> <li>○ Business acumen</li> </ul>	<ul style="list-style-type: none"> <li>○ Time management</li> <li>○ Presentation</li> <li>○ Interpersonal</li> <li>○ Administrative</li> <li>○ Negotiation</li> <li>○ Interview</li> <li>○ Report writing</li> <li>○ Decision making</li> <li>○ Problem solving</li> <li>○ Investigating</li> <li>○ Auditing</li> <li>○ Excellent communication</li> <li>○ Public speaking</li> </ul>	<ul style="list-style-type: none"> <li>○ Performance Driven</li> <li>○ Assertive</li> <li>○ Integrity</li> <li>○ Team player</li> <li>○ Customer service orientation</li> <li>○ Stakeholder management</li> <li>○ Organizational Leadership</li> <li>○ Thought leadership</li> <li>○ Business and personal values alignment</li> <li>○ Personal Leadership</li> <li>○ Critical thinking</li> </ul>

### ADDITIONAL REQUIREMENTS

- ❖ Prepared to work long hours.
- ❖ Ability to engage at very senior management and political levels.
- ❖ Legislative knowledge governing the public sector regulatory environment.
- ❖ Experience in the development of funding proposals will be advantageous.
- ❖ Excellent computer skills (MS Office Packages).

### ORGANISATIONAL CULTURE

- **Bias for Action** with an orientation toward aggressive, proactive responses to problems & opportunities.
- **Continuous Improvement** with emphasis on improving processes, services and stakeholder relations.
- **Customer Focus** in understanding, meeting & exceeding customer expectations.
- **Fun & Friendly Environment**, an orientation toward style that makes it possible for employees to be well acquainted in an upbeat & energetic environment.
- **Openness to Frequent Change** and willingness to adapt modifications in job and roles.
- **Planning for Long-term Success** with an orientation toward achieving future, long-term goals, meeting timelines through careful planning and well-established strategic planning.
- **Quality Focus** with emphasis on high-quality services.

### APPROVAL

**Date Job profiled reviewed** : 03 August 2018

**Job profile approved by** : Registrar (Job Title)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE