

<b>Job Title</b> : Registrations Administrator: Building Inspectors <b>Job Grade</b> : B5 <b>Business Unit</b> : Building Inspectors	<b>Section</b> : Registrations <b>Span of Control</b> : 0 <b>Role job report to</b> : Coordinator: Building Inspectors	
<b>MINIMUM JOB REQUIREMENTS</b>		
<b>Qualifications</b>	<b>Experience</b>	<b>Certification/ Professional Registration</b>
<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• National Diploma or relevant qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 5 years experience as Registrations Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>JOB PURPOSE</b>		
<p>The purpose of this job is to–</p> <ul style="list-style-type: none"> <li>– verify the registration documentation.</li> <li>– process the applications received.</li> <li>– ensure that that the registration process is conducted correctly, within the applicable timeframes and set standards.</li> </ul>		
<b>KEY RESPONSIBILITIES</b>	<b>WEIGHTING</b>	<b>ATTRIBUTES</b>
1. General Registration Administration	30%	<ul style="list-style-type: none"> <li>- Process applications for the registration of Building Inspectors in accordance with the set standards and procedures.</li> <li>- Capture all registration information into the system.</li> <li>- Ensure proper keeping of all registration records.</li> <li>- Coordinate the storing and retrieval of registration documents.</li> <li>- Update applicants and registered members' status on their profiles.</li> <li>- Attend to registration queries from registered members and applicants.</li> </ul>
2. Examinations Administration	20%	<ul style="list-style-type: none"> <li>- Allocate applications for assessments to the Assessors.</li> <li>- Ensure that Assessments are completed within the set turnaround times.</li> <li>- Send out invitations to applicants to attend interviews and/or examinations.</li> </ul>

KEY RESPONSIBILITIES	WEIGHTING	ATTRIBUTES
3. Quality Assurance	20%	<ul style="list-style-type: none"> <li>- Check and verify information</li> <li>- Perform process checks into the completeness of correctness of the registration process by completing electronic or manual checklists into the system.</li> <li>- Escalate complex queries to superiors</li> </ul>
4. Administration of outcomes	15%	<ul style="list-style-type: none"> <li>- Perform administrative duties over the outcomes where the outcomes relate to deferral, re-classification and non-approval of registration application.</li> <li>- Liaise with the finance department regarding fees relating to outcomes.</li> <li>- Upload all outcome documentation onto the system.</li> </ul>
5. Verification of applications	15%	<ul style="list-style-type: none"> <li>- Check portfolios of evidence.</li> <li>- Follow-up and liaise with registration initiators on any matter relating to the registration process.</li> </ul>
COMPETENCIES		
Knowledge	Skills	Leadership Qualities
<ul style="list-style-type: none"> <li>- Occupational Health &amp; Safety Act.</li> <li>- COIDA</li> <li>- Service Level Agreements (SLAs)</li> <li>- Investigations</li> <li>- Risk management</li> <li>- Data analysis</li> <li>- Project Management</li> <li>- Conflict management</li> <li>- Building Regulations and standards</li> <li>- NHBRC Act</li> <li>- SACPCMP Act</li> <li>- Contract management</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>- Organisational</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> <li>- Self-development</li> </ul>

### ADDITIONAL REQUIREMENTS

- ❖ Prepared to work overtime
- ❖ Ability to engage at very senior management level
- ❖ Very good communication (verbal and written)

### 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.