

Job Title : Senior Administrator: Building Inspectors Job Grade : C-3 Business Unit : Building Inspectors	Section : Registrations Span of Control : 0 Role job report to : Coordinator: Building Inspectors
--	--

MINIMUM JOB REQUIREMENTS

Qualifications	Experience	Certification/ Professional Registration
<ul style="list-style-type: none"> • National Diploma or B. Degree in Building Management / relevant qualification. 	<ul style="list-style-type: none"> • Minimum 5 years experience as Building Inspector Professional. 	<ul style="list-style-type: none"> • Any relevant professional certification or registration.

JOB PURPOSE

To manage the process of registering the Building Inspectors with the SACPCMP by ensuring adherence to the Building Inspector registration processes, registration Quality Assurance and timeous issuance of registration certificates.

KEY RESPONSIBILITIES	WEIGHTING	ATTRIBUTES
1. Planning	25%	<ul style="list-style-type: none"> - Determine detailed priorities with regard to planned work within the Building Inspectors registration unit. - Arrange and deploy required resources for the attainment of planned priorities. - Monitor the implementation of plans. - Arrange for the transportation of documentation to Assessors for assessments.
2. Examinations Administration	25%	<ul style="list-style-type: none"> - Arrange venues and dates for interviews and examinations of Building Inspectors. - Send out invitations to candidates for registration as Building Inspectors to attend interviews and examinations. - Oversee the logistical arrangements for the distribution of examination materials and other documentation to off-site venues. - Ensure the uploading of examination results on the system.

		<ul style="list-style-type: none"> - Arrange interviews and examinations with applicants and ensure the attendance of invigilators. - Ensure status updates on applicants' profiles and coordinate bulk communication and feedback to registered persons and applicants. - Liaise with the Finance Department to confirm receipts of applicable registration and other fees received from applicants. - Oversee the administration process in respect of the applications for the Recognition of Prior Learning (RPL).
3. Quality Assurance	20%	<ul style="list-style-type: none"> - Allocate registration applications to Assessors and follow-up on queries and incomplete documentation. - Monitor the completeness of each registration steps undertaken and ensure adherence to registration procedures. - Monitor the Assessors turnaround times and guide them regarding applicable policies and processes as well as RPL process. - Perform audit checks to ensure completeness and correctness of the registration process.
4. Management of Appeals	15%	<ul style="list-style-type: none"> - Collate information and prepare Appeal bundles. - Ensure the capturing of appeal outcomes and updating of registered persons' profile statuses. - Assist the Appeals Committee with the compilation of recommendations to the Council.
5. Verification of applications	15%	<ul style="list-style-type: none"> - Check all portfolios of evidence (PoEs) received from applicants for registration as Building Inspectors. - Make follow-ups with internal and external stakeholders regarding documentation and/or information that is required necessary for the applications to be assessed.

COMPETENCIES		
Knowledge	Skills	Leadership Qualities
<ul style="list-style-type: none"> - Occupational Health & Safety Act. - COIDA - Service Level Agreements (SLAs) - Investigations - Risk management - Data analysis - Project Management - Conflict management - Building Regulations and standards - NHBRC Act - SACPCMP Act - Contract management 	<ul style="list-style-type: none"> - Time management - Presentation - Interpersonal - Administrative - Negotiation - Interview - Report writing - Decision making - Problem solving - Investigating - Auditing - Organisational 	<ul style="list-style-type: none"> - Performance Driven - Assertive - Integrity - Team player - Customer service orientation - Stakeholder management - Organizational Leadership - Thought leadership - Business and personal values alignment - Personal Leadership - Critical thinking - Self-development
ADDITIONAL REQUIREMENTS		
<ul style="list-style-type: none"> ❖ Prepared to work overtime ❖ Ability to engage at very senior management level ❖ Very good communication (verbal and written) ❖ Valid drivers' license and preparedness to travel 		

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.