



VACANCY

COORDINATOR: OPERATIONS

The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 2 of the Project and Construction Management Professions Act (Act No.48 of 2000) which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions in order to protect public interest.

Position: Coordinator: Operations (5 Year Fixed Term)

Salary- C2

Role Description: Provide assistance to the Legal Manager on administrative services.

The Personal Assistant shall:

1. Respond to enquiries and send emails to the relevant Departments.
2. Provide relevant forms to the applicants to complete upon applications for internal review and purchasing assessment sheets).
3. Request finance Department to issue invoice for as soon as applicants request copies of assessments and interview score sheets.
4. Sending applications to Moderators after consultation with the Registration Manager (quarterly bulk and individual moderations).
5. Receive moderation reports from moderators. Discuss the report with the Registration Manager, thereafter, implement recommendations thereof through submissions for the approval of the Registration and the Executive: Operations.
6. Consolidate all moderations conducted at the end of the quarter and submit them to the Registration Manager for quarterly reporting and report writing.
7. Provide outcome letters of internal review to the applicants after the approval of the Legal Manager.
8. Quality Assurance of certificate lists after signing off by the registration department
9. Appointment process of Assessors and record keeping.
10. Assist the Legal Manager in preparation of meetings and documents as and when required.
11. Ensure proper and safe keeping of data.
12. Perform any other duties as assigned by the Legal Manager.

Key skills required for a Coordinator:

- Technology Proficiency
- Communication Skills
- Interpersonal Skills
- Stakeholder management skills
- Ability to work effectively at all levels
- Ability to work independently
- Ability to work under pressure
- High standard of professionalism and ethics
- Good writing skills

Key Qualifications Required:

- Grade 12
- Degree or Diploma in Business/Public Administration or any other relevant qualification.
- Five years' relevant experience in quality assurance, compliance, governance and risk management, of which 2 years in Supervisory level.

Closing date: 26 May 2026

If you have not heard from us within 2 weeks of the closing date, regard your application as being unsuccessful. SACPCMP reserves the right to make appointments or not. Please clearly indicate the position you are applying for.

Please submit your CV and certified copies of your qualification to:

E-mail address: recruitment@sacpcmp.org.za

Reference: Coord/OPR/01/2026