



Job Advertisement: Business Services Administrator (5-Year Fixed-Term Contract)

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 to protect the public interest.

Position: Business Services Administrator

Salary: Negotiable (CTC)

Location: Pretoria, South Africa

Closing Date: 21 July 2026

Purpose of the Role

The Business Services Administrator provides comprehensive administrative, communications, marketing, and stakeholder support services within the Business Services Department. The role supports the effective delivery of business services through stakeholder engagement, communications coordination, event administration, record management, branding support, and adherence to organisational policies and procedures.

The incumbent will contribute to the successful implementation of SACPCMP's communications, stakeholder engagement, marketing and administrative activities by ensuring efficient coordination of meetings and events, effective management of communications channels, accurate record-keeping, and maintenance of organisational branding materials.

Key Responsibilities

The Business Services Administrator will provide operational support across communications, stakeholder engagement, administration, events, and branding management functions.

1. SRC Communications Support

- Prepare and distribute bulk communications, newsletters and stakeholder mailers.
- Provide support for organisational publications and content sourcing.
- Assist with social media administration, stakeholder engagement and responses.
- Update and maintain communication templates and standard communication materials.
- Manage website updates and content amendments.
- Respond to stakeholder and client enquiries within agreed service standards.
- Support organisational branding, marketing and promotional activities.
- Compile monthly communication reports, checklists and activity updates.

2. Marketing and Event Support

- Provide communication and administrative support for conferences, events, webinars and stakeholder engagements.
- Assist with event planning, coordination and implementation.
- Coordinate speaker requirements, event schedules, logistics and venue arrangements.
- Respond to event-related enquiries and stakeholder requests.
- Monitor event plans and timelines to ensure successful delivery.
- Maintain records, reports and checklists relating to events and marketing initiatives.

3. General Administration

- Manage departmental email correspondence and ensure timely responses and follow-ups.
- Maintain departmental and executive calendars and diaries.
- Coordinate meetings, including scheduling, preparation of agendas and packs, minute-taking support and distribution of documentation.
- Maintain document management systems and records in accordance with organisational policies.

- Compile administrative reports and provide general business support as required.

4. Stock and Branding Management

- Manage, track and distribute organisational marketing and branding materials.
- Coordinate sourcing, ordering, costing and quality control of branded items.
- Liaise with internal departments and service providers in accordance with procurement requirements.
- Maintain branding inventory, including regular inspections, repairs and replacements where required.
- Ensure adequate stock availability for events and organisational activities.
- Maintain accurate stock control records and inventory schedules.

Key Performance Indicators / Areas

- Timely distribution of stakeholder communications and mailers.
- Effective management and updating of organisational communication platforms.
- Successful coordination and administration of events and webinars.
- Accurate maintenance of departmental records, reports and meeting documentation.
- Compliance with service delivery timelines for stakeholder enquiries.
- Effective management and control of branding materials and stock inventories.
- Timely submission of monthly reports and administrative deliverables.
- Adherence to organisational policies, procedures and governance requirements.

Competencies

- Business administration.
- Communications and stakeholder engagement.
- Marketing support.
- Records and information management.
- Customer service principles.
- Microsoft Office Suite.
- Report preparation and document management.

Skills

- Time management and prioritisation.
- Planning and coordination.
- Professional written and verbal communication.
- Administration and organisational skills.
- Event coordination.
- Record-keeping and information management.
- Stakeholder relationship management.
- Attention to detail and quality orientation.

Behavioural Attributes

- Honesty and integrity.
- Professionalism.
- Customer orientation.
- Accountability.
- Teamwork and collaboration.
- Reliability and responsiveness.
- Ability to work under pressure and meet deadlines.

Governance, Compliance and Conduct

- Perform all duties with due diligence, honesty and reasonable care.
- Comply with all lawful and reasonable instructions from management.
- Adhere to organisational policies, procedures, codes of conduct and confidentiality requirements.
- Protect organisational information, intellectual property and assets.
- Observe health, safety, security and loss-control requirements.
- Declare and manage conflicts of interest as required.
- Represent SACPCMP professionally at all times.

Requirements and experience

- Matric and National Diploma in marketing, events, administration, communication or similar
- Minimum of 3 years' experience in an administrative, communications, marketing, stakeholder relations or business support environment.

- Experience in event coordination, stakeholder engagement and records administration will be advantageous.

Applications should be sent to **recruitment@sacpcmp.org.za**.

SACPCMP

446 Rigel Avenue
Rigel Office Park
Erasmusrand
Pretoria
0181

Please clearly indicate the position you are applying for in your application.

Note:

If you have not heard from us within two weeks after the closing date, please consider your application unsuccessful.

SACPCMP reserves the right to make an appointment or not.