



VACANCY: REGISTRATION ADMINISTRATOR

Position: Registration Administrator (5 Years Fixed Term)

Salary:

Closing Date: 23 October 2026

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.

SACPCMP is seeking a highly organised and detail-oriented individual to join the **Registration Department** as a **Registration Administrator**.

Role Description

Providing administrative support in the deployment of Registration mandates in professional, timely and effective a manner.

Key Responsibilities:

The candidate will be responsible for the following:

- Provide efficient administrative support aligned with the SACPCMP Registration mandate.
- Administer business processes within the Registration Department, as directed by the Registration Coordinator.
- Conduct pre-assessments of applications and ensure applicant profiles are up to date.
- Manage and process online applications accurately and within specified timelines.
- Monitor and update application statuses in line with defined procedures.
- Coordinate and administer professional interviews and examination processes.
- Generate weekly lists of applicants eligible for certification.
- Verify payment and documentation compliance to ensure timely processing.
- Respond promptly to applicant queries and provide appropriate assistance.
- Support walk-in clients with registration guidance and advice.
- Provide ongoing administrative assistance to the Registration Coordinator.

- Manage and resolve queries in a professional and customer-focused manner.
- Prepare and submit weekly registration performance reports.

Minimum Requirements

- Grade 12 / Matric certificate.
- A Diploma in Administration or a relevant equivalent qualification.
- A minimum of five (5) years' experience in administration, preferably in a professional registration or regulatory environment.
- Proficiency in Microsoft Office and general computer literacy.
- Strong interpersonal and communication skills.
- Attention to detail and the ability to manage multiple priorities effectively.

Reporting Line:

This position will be reporting to the Registration Coordinator

Application Instructions:

Interested candidates must submit:

- A comprehensive CV
- Certified copies of relevant qualifications

Submit applications to:

 **Email:** recruitment@sacpcmp.org.za

 **Physical Address:** 446 Rigel Avenue, Rigel Office Park, Erasmusrand, Pretoria, 0181

Please clearly indicate the position you are applying for.

Note: If you do not receive feedback within two weeks of the closing date, please consider your application unsuccessful. SACPCMP reserves the right not to make an appointment.