



VACANCY: REGISTRATION INTERN

Position: Registration Intern (12 Months Contract) (4 Posts)

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 to protect public interest.

The SACPCMP invites suitably qualified candidates to apply for the position of **Registration Intern** within the **Registration Department**.

Role Description

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

Key Responsibilities:

The candidate will be responsible for the following:

- Provide comprehensive administrative support to the Registration Department.
- Manage and process online registration applications.
- Update applicant profiles and ensure accurate management of registration statuses.
- Respond to queries from applicants, offering timely and professional support.
- Assist with day-to-day administrative functions related to the registration mandate.
- Support the Registration Coordinator on various registration-related activities.
- Assist walk-in clients with registration information and guidance.
- Maintain effective communication with applicants and stakeholders to resolve queries.
- Compile and submit weekly administrative and performance reports.

Requirements:

- Grade 12 / Matric certificate.
- A recognised qualification in Administration or a related field.
- Minimum of three (3) years of experience in administrative functions, preferably in a professional or regulatory environment.

Application Instructions:

Please submit the following:

- A comprehensive CV
- Certified copies of your qualification

Send 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.