



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: CPD Administrator (5 Years Fixed Term)

Salary- 160000 TCTC

Role Description:

The candidate will be responsible for the following:

- Process CPD uploads of Registered Persons on the Council's registration platform, in line with relevant SOP
- Process CPD applications on Council's registration platform, in line with relevant SOP
- Handle all queries concerning CPD (CPD service providers applications and Registered Persons)
- Process CPD exemptions in line with relevant SOP
- Compile Spreadsheets for the transfer of CPD cycles
- Compile spreadsheets for CPD compliance audits
- Compile lists of validated CPD activities every month
- Monitor CPD application invoices and payments (submission of proof of payment)
- Maintain complete database (including historical) of validated service providers and CPD activities

Requirements:

- Grade 12
- Diploma in Office Administration or equivalent at NQF Level 5 qualification
- 3 years' experience related work

In this position you will be reporting to the CPD Coordinator.

Closing date: 14 February 2022

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

Address: **Erasmusrand, Pretoria**