



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: Programme Accreditation & RPL (5 Years Fixed Term)

Salary- 300000 TCTC

Role Description:

The candidate will be responsible for the following:

- Coordinate accreditation visits to educational institutions
- Provide assistance to the accreditation panel during accreditation visits
- Collation of information and evaluations during accreditation visits
- Coordinate the submission and assessment of Programme Accreditation annual reports from Institutions of Higher Learning
- Maintain the operational administration accreditation of accreditation policy
- Stay abreast of SACPCMP programme accreditation policies & standards
- Stay abreast with University Qualification Accreditation Requirements, CHE and SAQA
- Oversee administration of new and current university accreditation for university qualifications in the CM, CPM and CHS sub-functional areas
- Oversee Administration programme accreditation processes and activities
- Handle all queries concerning accreditation, qualification evaluation, assessment provider evaluation, youth development, student chapter and RPL
- Oversee Development of Student Chapter
- Plan Student Chapter initiatives in conjunction with Executive and Marketing / Stakeholder Communication function
- Oversee student chapter applications and registrations
- Source WIL programme employers (placements of graduates)
- Monitor current environment for career opportunities for Student Chapter members
- Oversee processes for Candidacy Programme Accreditation
- Process applications for qualification evaluations
- Process assessment provider evaluations
- Process RPL applications
- Assist RPL candidates
- Conduct RPL Workshops
- Research and create presentations
- Develop written submissions for committee meetings
- Prepare and present budget for the accreditation and RPL departments every financial year
- Effectively manage accreditation and RPL department budget

Requirements:

- Grade 12 with Grade 12 English (C: between 60% and 70%)
- National Diploma and / or B degree/ Post Graduate Diploma in Public Administration / Management or related field
- Minimum qualification: Diploma in Office Administration at NQF Level 5
- Minimum 5 years' experience with exposure in Built Environment
- Minimum 2 years' experience monitoring small teamwork output
- Valid Driver's Licence

Legislation (Knowledge):

- Skills Development Act
- Higher Education Act
- South African Qualification Authority (SAQA) Act
- SACPCMP policies & standards
- Council for the Built Environment (CBE) Act

In this position you will be reporting to the Manager: Education.

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