



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: Education Administrator (5 Years Fixed Term)

Salary- 160000 TCTC

Role Description:

The candidate will be responsible for the following:

- Organise and coordinate meetings for educational departments and their committees
- Develop and maintain education grouping calendar
- Coordinate Competency Standards task teams and Standards Generating Body
- Coordinate departmental information gathering activities
- Compile minutes of meetings for educational departments
- Compile implementation plans based on meeting minutes
- Take accurate minutes of meetings
- Handle queries for Education departments
- Consolidate education grouping budget from all departmental budgets
- Develop and maintain a filing system (computer and manual)
- Manage office supplies
- Manage travel arrangements
- Submit and reconcile expense reports
- Liaise with finance department to ensure incoming Education grouping invoices are paid and Education Grouping services rendered are invoiced and collected
- Process committee, assessor and travel claims
- Handle sensitive information in a confidential manner
- Develop and update interdepartmental administrative systems to make them more efficient

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 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**