



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: Operations Executive (5 Years Fixed Term)

Salary- Negotiable

To provide leadership and control of the SACPCMP Operations section which covers the 13 SACPCMP mandates.

Implementation of Strategic Direction

- Participate in the strategic planning process for the SACPCMP.

Operations Management

- Build organisational efficiencies by streamlining the processes of the 13 mandated programmes
- Champion the development of registration policies and processes and ensure their implementation.
- Develop, implement and monitor compliance with operational policies and procedures.
- Ensure proper process for the handling of appeals by registered persons and those appealing against outcomes
- Develop processes to efficiently and effectively manage the candidacy and mentorship programmes of the SACPCMP
- Reporting - Manage timely and appropriate generation and distribution of the Operation Business unit via formal structures and processes. | Manage close out and review of outcomes

Governance

- Actively participate in the functions of the Council and its committees.
- Ensure implementation of Council and Committee resolutions.
- Ensure submission of monthly, quarterly and annual reports to relevant authorities including the CBE, DPWID and other statutory bodies.
- Ensure adherence to SACPCMP Governance structures, policies and procedures.
- Report deviations from acceptable governance standards and norms.
- Participate in all relevant governance focused Committees of the SACPCMP and represent the Council in other governance structures and forums.

Financial Management

- Provide inputs in the compilation of programme budgets.
- Monitor budget spending and report monthly on all the financial transactions undertaken within the Cost Centre.
- Ensure that payments for services rendered within the business unit are settled within the approved timeframes.
- Maximise revenue collection by ensuring that turnaround times are strictly adhered to.

People Management

- Optimise staff contribution towards the achievement of both the strategic and operational objectives.
- Provide inputs in the development of people plans and ensure the implementation thereof.
- Guide, deploy and lead all people employed within the business unit.
- Provide leadership by ensuring that best people management practices are applied
- Ensure optimal utilisation of people and technology
- Conduct performance reviews/appraisals and ensure appropriate people development plans are implemented.

Risk Management

- Plan, implement and monitor the impact of risk management strategies within the business unit
- Develop risk management action plans for the business unit and ensure adherence to approved plans.
- Ensure the compilation and submission of business unit risk management reports to the Registrar and the relevant committees.
- Ensure availability of records for auditing purposes.

Legal Compliance

- Keep abreast of changing legislations relevant to the operation environment and advise the Registrar, relevant Committees and the Council about the impact of these changes.
- Ensure that all inherent legal risks in the Operations environment are properly managed or mitigated.
- Facilitate the investigations into allegations of professional misconduct or legislative transgressions by registered and non-registered persons practicing in the industry

Requirements:

- Grade 12
- Relevant postgraduate qualification in the fields of business, innovation, policy, arts, governance, built environment, ect.
- Minimum five (5) years experience in leadership role.
- Previous experience in Regulatory environment an advantage.

In this position you will be reporting to the Registrar

Closing date: 5 September 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**