



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: Registration Coordinator (5 Years Fixed Term)**

Salary- Negotiable

**Role Description**

Lead administrators providing administrative support in the deployment of Registration mandates. Ensure identified revenue generating needs are met in timely and effective a manner.

The candidate will be responsible for the following:

**1. Registration Coordination**

- Manage the day-to-day operation of all registration categories
- Resolve challenges relating to registration
- Ensure timeous response to applicants' queries

**2. Governance**

- Provide first level review throughout the registration process – Quality Control and Assurance
- Provide first level review and sign off on the issuing of certificates
- Provide monthly registration statistic reports for Review by the Manager. The statistics must include all stages of registration
- Review and/or develop SOPs and manuals according to applicable policy
- Develop written submissions for committee meetings

**3. Financial Management**

- Liaise with stakeholder groups
- Develop written submissions for committee meetings

**Requirements**

- Grade 12
- Any Degree in Business/Public Administration
- Any other relevant Degree/Honours, including degree in Built Environment
- Minimum five (5) years' in Information/data Analysis
- experience in supervisory position, preferably in similar environment as SACPCMP

This position will be reporting to the Registration Manager

**Closing date: 9 December 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 qualifications** to:

E-mail address: [recruitment@sacpcmp.org.za](mailto:recruitment@sacpcmp.org.za)

Address: **Erasmusrand, Pretoria**