



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 Manager (5 Years Fixed Term)**

Salary- Negotiable

**Role Description**

Provide leadership and control over the entire Registration process, ensure alignment to the approved strategy and organise and oversee daily operations in the Registration department.

The candidate will be responsible for the following:

**1. Registration Management**

- Execute the business process for the mandates in Registration area of responsibility
- Champion the development of registrations policies and processes manuals and ensure their implementation thereof
- Develop, implement and monitor compliance with operational policies and procedures
- Lead daily, monthly and annual planning, ensure results-based management and reporting.
- Manage the daily requirements of the Registration mandate
- Registration mandate specific projects and programmes :
  - Advise, formulate, implement, monitor and evaluate
  - Report on progress and address deviations to plan

**2. Governance**

- Ensure implementation of Council and Committee resolutions
- Ensure submission of monthly, quarterly and annual reports to relevant authorities including the CBE, DPWI and other statutory bodies.
- Ensure adherence to Corporate Governance structures, policies and procedure
- Report deviations from acceptable governance standards and norms

**3. Stakeholder Management**

- Maintain a credible relationship with internal and external stakeholders that Registration interfaces
- External Stakeholders - ensure adherence to stakeholder engagement plan for relevant mandates

#### **4. 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

#### **5. Risk Management**

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

#### **6. Legal Compliance**

- Keep abreast of changing legislations relevant to the Registration environment and advise the Operations Executive about the impact of these changes.
- Ensure that all inherent legal risks in the Registration environment are properly managed or mitigated.

#### **Requirements**

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

This position you will be reporting to the Executive: Operations

#### **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**