



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 – Market related

Role Description

The candidate will be responsible for the following tasks:

- Maintain and safekeep accreditation, RPL, and candidates records accurately for audit and record keeping purposes.
- Ensure that Accreditation, RPL and candidate registrations databases are up to date.
- Compile and submit monthly reports for various activities.
- Pre-assess and process Accreditation applications in line with the relevant SOP.
- Process candidate applications.
- Timeously handle and manage queries.
- Coordinate the submission and assessment of Programme Accreditation annual reports from Institutions of Higher Learning
- Coordinate the submission of Programme Accreditation self-evaluation reports from Institutions of Higher Learning.
- Timeously handle all accreditation and endorsement queries.
- Maintain good relationship with all Institutions of Higher Learning.
- Prepare department meeting minutes.
- Compile consolidated annual department reports.
- Process Endorsement requests according to relevant SOP
- Compile and maintain Endorsement database.
- Assist with accreditation site visits and preparations.
- Assist with candidacy programmes preparation.
- Process applications for qualification evaluations according to relevant SOP.
- Compile and maintain qualification evaluation database.

Requirements

- Grade 12
- Diploma in Office Administration or equivalent NQF Level 5 qualification
- 3 years' work-related experience

Skills Required

- Knowledge of MS Office: Word, Excel, PowerPoint, and Outlook (non-negotiable)
- Project management knowledge is advantageous.
- Experience with online systems advantageous
- Strong interpersonal and communication skills
- Ability to multitask.
- Teamwork
- Customer Service
- Time management
- Excellent organising skills

In this position you will be reporting to the Accreditation Coordinator.

Closing date: 15 March 2023

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**