



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 Manager (5 Years Fixed Term)**

Salary- Negotiable

**Role Description**

Provide leadership and control over the five (5) mandate grouped under education, namely, Accreditation, Recognition of Prior Learning, Continuing Profession Development, Standard Generating Body and Competency Standard for Registration. Ensure that the approved strategy is implement in the department and relevant mandate areas and organise and oversee daily operations in the Education department.

The candidate will be responsible for the following:

**1. Education Management**

- Execute the business process for the mandates in area of responsibility
- Adhere to the policies and procedures
- Lead daily, monthly and annual planning, ensure results-based management and reporting.
- Manage the daily and weekly requirements to ensure mandate compliance
- Execute Education mandate specific projects and programmes :
  - Advise , formulate, implement, monitor and evaluate
  - Report on progress and address deviations to plan

**2. Governance**

- Ensure adherence to SACPCMP Governance structures, policies and procedures.
- Report deviations from acceptable governance standards and norms.
- Participate in all relevant governance focused meetings of the SACPCMP
- Ensure submission of monthly, quarterly and annual reports to Operations Executive

**3. Stakeholder Management**

- Maintain a credible relationship with internal and external stakeholders that the Education department interfaces
- External Stakeholders - ensure adherence to stakeholder engagement plan for relevant mandates
- Compile, review, approve and/or present written submissions to finance department, registrar, committees and Council

#### **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 Education
- Develop risk management action plans for Education 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 Education environment and advise the Operations Executive about the impact of these changes.
- Ensure that all inherent legal risks in the Education environment are properly managed or mitigated.

#### **Requirements**

- Grade 12
- Any Degree in Education or the Arts
- Any other relevant post graduate Degree/Honours, including degree in Built Environment
- At least four (4) years' experience in Research and Higher Education
- Minimum four (4) years' experience in managerial position preferably in similar environment as SACPCMP

This position you will be reporting to the Executive: Operations

#### **Closing date: 17 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 qualifications** to:

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

Address: **Erasmusrand, Pretoria**