



## INTERNAL ADVERT

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: Professions Governance Manager (5 Year Fixed Term)

### Salary- Grade D1

*Role Description:* To organize and oversee daily operations of SACPCMP mandates viz.

1. Identification of Work
2. Guideline Professional Fees
3. Recognition of voluntary associations
4. Recognition of new professions
5. International Agreements

The Professions Governance Manager shall:

#### 1. **PG Management**

- Execute the business process for the mandates in Professional Governance area of responsibility
- Adhere to the policies and procedures
- Lead daily, monthly and annual planning, ensure results-based management and reporting.
- Manage the daily requirements of the mandates
- PG 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 PG 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 PG
- Develop risk management action plans for PG 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 legislation relevant to the PG environment and advise the Operations Executive about the impact of these changes.
- Ensure that all inherent legal risks in the PG environment are properly managed or mitigated.

#### **Key skills required for a procurement specialist:**

- Technology Proficiency
- Communication Skills
- Interpersonal Skills
- Stakeholder management skills
- Ability to work effectively at all levels

#### **Key Qualifications Required:**

- Grade 12
- Degree (Built Environment; Law; Strategy Development; Development Economics)  
Minimum three (3) years' experience in management

**Closing date: 08 November 2024**

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](mailto:recruitment@sacpcmp.org.za)**

**Reference: PG/OPR/10/2024**