



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: CPD Administrator (5 Years Fixed Term)**

**Salary – Market related**

**Role Description**

The candidate will be responsible for the following tasks:

- Process the CPD uploads of Registered Persons on the Council's registration platform in line with the relevant SOP.
- Pre-assess and process CPD Exemption Applications in line with the relevant SOP.
- Pre-assess and process CPD Applications (validations) in line with the relevant SOP.
- Documenting the CPD Assessor Claims.
- Timeously resolve queries concerning CPD via email and telephonically.
- Maintain good relationships with CPD Service Providers through regular communication.
- Maintain and safekeep department records properly for audit and record keeping purposes.
- Ensure that CPD databases are up to date.
- Compile and submit monthly reports for various activities with the CPD Department.

**Requirements**

- Grade 12
- A minimum Diploma in Office Administration or equivalent NQF Level 5 qualification from recognized institutions
- Minimum 3 years' experience in a CPD administration and/or education administration environment

**Skills Required**

- Knowledge of MS Office: Word, Excel, PowerPoint, and Outlook (non-negotiable)
- VLOOKUP knowledge advantageous

- Experience with online systems advantageous
- Strong interpersonal and communication skills
- Ability to multitask
- Excellent organising skills

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

**Closing date: 24 December 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**

Address: **Erasmusrand, Pretoria**