



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 to protect public interest.

Position: Intern: Education (12 Months Contract) (1 Post)

Salary- R 10 000 per month

Role Description:

The candidate will be responsible for the following:

- Handling and timeously resolve department queries
- Maintain and safekeep Education records properly for audit and record keeping purposes and ensure that databases are up to date
- Assist in organizing and administration of Education department meetings and workshops
- Assist in the administration of RPL, Programme Accreditation, Student Chapters, Qualifications Endorsements and other processes
- Stakeholder relation administration
- General departmental administration

Requirements:

- Grade 12
- Recognized qualification in Education or Training or Human Resources management or any other relevant qualification.
- Advanced MS office 365 package
- Minimum two (2) years' experience in a training or education environment
- Minimum two (2) years' experience in handling administrative functions.

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: 446 Rigel Avenue, Rigel Office Park, Erasmusrand, Pretoria, 0181