



## **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: Coordinator: Registration (5 Year Fixed Term)

### **Salary- Grade C2**

*Role Description:* Lead administrators providing administrative support in the deployment of Registration mandates. Ensure identified revenue generating needs are met in timely and effective a manner.

### **KEY RESPONSIBILITIES**

#### **1. The Coordinator: Registration is required:**

- Manage the day-to-day operation of all registration categories
- Resolve challenges relating to registration
- Ensure timeous response to applicant's queries

#### **2. Governance**

- Provide first level review throughout the registration process – Quality Control and Assurance
- Provide first level review and sign off on the issuing of certificates
- Provide monthly registration statistic reports for review by the Manager. The statistics must include all stages of registration
- Review and/or develop SOPs and manuals according to applicable policy
- Develop written submissions for committee meetings.

#### **3. Stakeholder Management**

- Liaise with stakeholder groups
- Develop written submissions for committee meetings

#### **4. Financial Management**

- Prepare and present budget for registration processes per cycle •
- Effectively manage registration budge

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

- Technology Proficiency
- Administrative Skills
- Communication Skills
- Interpersonal Skills
- Stakeholder management skills
- Ability to work effectively at all levels
- Problem Solving
- Decision Making
- Interview Skills

## **KEY PERFORMANCE INDICATORS / AREAS**

- Mandate Business Processes documented and executed
- Mandate Compliance
- Project Execution
- Adherence to Stakeholder Engagement plan
- Revenue Generation (YoY improvement)

## **Key Qualifications Required:**

- Grade 12
- Currently enrolled in or studying towards a relevant NQF Level 7 qualification
- A minimum of 10 years of relevant experience in the field.

**Closing date: 31 January 2025**

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: RC/OPR/01/2025**