



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: Manager in the Registrar Office (5 Years Fixed Term)**

**Salary- GRADE D2**

**Role Description:**

The purpose of the role is to provide high-level strategic support to the Registrar by providing smooth running of the Registrar's office operations, allowing him to lead and successfully achieve his mandate.

The candidate will be responsible for the following:

- Ensure smooth running of the Registrar's operations including strategic documents
- Act as a representative for the Registrar and first point of contact with internal and external stakeholders
- Act as a trusted strategic advisor and operator for the Registrar providing high level strategic support planning, executing and ensuring the success of the Registrar's mandate.
- fill in in meetings, synthesising information and feedback for quick decision-make
- Drive the organisation's corporate governance and compliance, ensuring alignment of business policies and procedures to ensure best project delivery
- Serve as a liaison between Registrar and executives of business functions, organises and coordinates internal and external relations efforts and oversees special projects
- Provide strategic administrative support to the Registrar to maintain professionalism and image of the Registrar's office.
- Ensure oversight on all policies, submissions to the office of the Registrar prior to the Registrar's approval.
- Ensure smooth running of EXCO meetings and other committee meetings including coordination and planning.
- Prepare presentations for strategic platforms that require the Registrar's participation.

- Support the Registrar's PA in ensuring a smooth-running process in the office including project operations e.g. agenda for strategy, workshops and follow-up on deliverables assigned by the Registrar.
- Manage and coordinate formal submissions to the Council as per legislative requirements.
- Maintain a register of all documents submitted and written confirmation of receipts.

## **Monitoring and Reporting**

- Collate and prepare Registrar's quarterly reports
- Facilitate the dissemination of all reports to relevant stakeholders
- Monitor project activities to support strategic management, and performance management of Council.

## **Stakeholder Relations**

- Develop Stakeholder Map focused on delivering value
- Manage Strategic interaction with professions, state, and public (external stakeholder relations/engagements)
- Ensure intergovernmental coordination. In this case it is about building strategic relations with national departments, Provinces, and municipalities to ensure the people they use are registered.
- Develop a deep and trusted network within the industry to get early access to information on growth opportunities.
- Seek and build strategic alliances, and collaborative arrangements, through partnerships and/or networks to advance the objectives of the organization.
- Participate in stakeholder forums and built environment industry events.

## **Governance**

- Develop SACPCMP corporate Calander
- Ensure smooth implementation of the corporate calendar
- Ensure implementation of Council and Committee resolutions.
- Ensure submission of monthly, quarterly and annual reports to relevant authorities including the CBE, DPWI and other statutory bodies.
- Ensure adherence to SACPCMP Governance structures, policies and procedures.
- Report deviations from acceptable governance standards and norms.

## **Financial Management**

- Provide inputs in the compilation of registrar's office budgets.
- Monitor budget spending and report monthly on all the financial transactions undertaken within the Cost Centre.

## **Legal Compliance**

- Keep abreast of changing legislations relevant to the operation environment and advise the Registrar, relevant Committees, and the Council about the impact of these changes.
- Ensure that all inherent legal risks in the Registrar's office are properly managed or mitigated.

## **Requirements:**

- Grade 12
- Degree in Business Admin, or Public Admin.
- Any other relevant Degree/Honours, including degree in Built Environment
- Post graduate qualification will be an added advantage
- Master's degree in business management an advantage.
- Minimum five (5) years' experience office administration preferably in similar environment as SACPCMP; or
- Minimum five (5) years' experience in similar positions.

this position you will be reporting to the Registrar.

**Closing date: 12 April 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 qualifications** to:

E-mail address: **recruitment@sacpcmp.org.za**

Address: **Erasmusrand, Pretoria**