



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 Coordinator (5 Years Fixed Term)

Salary: Negotiable

JOB PURPOSE

The CPD Coordinator will lead and provide administrative support in the deployment of Education-related mandates, mainly Continuing Professional Development (CPD) and Standard Generating Body (SGB). The role is responsible for driving compliance, stakeholder engagement, and quality standards.

KEY RESPONSIBILITIES

Continuing Professional Development (CPD)

- Develop, review, and revise the CPD Activity Framework, Standards, and SOPs.
- Conduct research, create presentations, and develop communication material for registered persons, media platforms, and social media.
- Coordinate the development, approval, and marketing of CPD training content.
- Arrange and conduct CPD workshops.
- Manage CPD non-compliance remediation strategies.
- Conduct training needs analyses per designation.
- Identify and engage potential training/service providers.
- Submit CPD exemptions for approval.
- Implement revenue generation strategies in alignment with the SACPMCP strategies and policies.

Administration and Management

- Coordinate team activities and drive performance excellence.
- Coordinate policy reviews and revisions.
- Compile quarterly reports on CPD compliance.
- Develop written submissions for committee meetings.

- Conduct or coordinate quarterly CPD audits for service providers and registered persons.
- Review CPD applications and SOPs/manuals.

Stakeholder Management

- Liaise with stakeholder groups and develop partnerships with relevant SETAs.
- Manage Council's CPD activities with service providers.
- Develop and coordinate mentorship programmes.

Financial Management

- Prepare and present CPD budgets (development and process).
- Manage CPD budgets effectively.
- Compile monthly financial reports on CPD bundle purchases, validations, and expenditure.

Minimum Requirements

- A minimum of an NQF Level 6 in Business/Office Administration OR a Bachelor of Arts Degree.
- A minimum of three years' professional experience in a similar role.
- Prior supervisory/management exposure is advantageous.

Skills & Competencies

- **Knowledge/Skills:** MS Office, research, data analysis, quality assurance, writing and documentation, basic finance.
- **Leadership Qualities:** Performance-driven, assertive, thought leadership, organizational leadership, stakeholder management.
- **Personal Attributes:** Strong communication (verbal & written), customer-service orientation, team player, ability to influence others, prepared to work overtime, ability to engage at all management levels.

Key Performance Indicators (KPIs)

- Effective execution of mandate business processes.
- Compliance with governance requirements.
- Execution of projects as per APP.
- Stakeholder engagement plan adherence.
- Year-on-year revenue generation improvements.

Reporting Line

This position will be reporting to the Education Manager

Application Instructions


Interested candidates must submit:

- A comprehensive CV
- Certified copies of relevant qualifications

Closing Date: 02 October 2025

Submit applications to:

 **Email:** recruitment@sacpcmp.org.za

 **Physical Address:** 446 Rigel Avenue, Rigel Office Park, Erasmusrand, Pretoria, 0181

Please clearly indicate the position you are applying for.

Note: If you do not receive feedback within two weeks of the closing date, please consider your application unsuccessful. SACPCMP reserves the right not to make an appointment.