



## **THE SOUTH AFRICAN COUNCIL for the QUANTITY SURVEYING PROFESSION**

Established in terms of the Quantity Surveying Profession Act 2000 (Act 49 of 2000)

The South African Council for the Quantity Surveying Profession (SACQSP) is a statutory body that regulates the quantity surveying profession in terms of the Quantity Surveying Profession Act (Act 49 of 2000).

### **REGISTRAR**

A position of Registrar exists in the SACQSP office located in Gauteng. The successful incumbent will report to the Council and will be a member of the Executive Committee of Council

The candidate must hold an appropriate Bachelors degree or an equivalent qualification, augmented by excellent (English) linguistic skills, and proven and relevant experience. In-depth understanding of the built environment professions and in particular the quantity surveying profession, is a prerequisite competence, supported by sound administrative, HR and general management skills

Responsibilities will entail:

- Managing, co-ordinating and implementing the business plan of the Council
- Arranging meetings, compiling agendas, recording Minutes and implementing all actions arising from decisions and resolutions
- Contributing to strategic planning by the Council and actively supporting the Council's performance in terms of its statutory mandate
- Implementing and managing the registration of professional persons in designated categories
- Liaising and implementing effective communication with registered persons, relevant qualification authorities, other professional councils, voluntary associations, the general public and tertiary institutions offering programmes recognised by the Council
- Co-ordinating the accreditation of tertiary quantity surveying / construction economics programmes
- Managing complaints and allegations relating to contravention of Act 49/2000 and breaches of the SACQSP Code of Professional Conduct
- Conducting policy/legislative reviews and facilitating recommendations to the Council
- Developing and managing budget plans for the Council
- Managing office employees and daily office administration

### **ASSISTANT REGISTRAR**

A position of Assistant Registrar exists in the office of the SACQSP in Gauteng. The successful incumbent will report to the Registrar

The candidate must hold an appropriate Bachelors degree or an equivalent qualification, augmented by excellent (English) linguistic skills, and proven and relevant experience. In-depth understanding of the built environment professions and in particular the quantity surveying profession, is a prerequisite competence, supported by sound administrative, HR and general management skills

Responsibilities will entail:

- Assisting the Registrar in managing, co-ordinating and implementing the business of the Council
- Assisting the Registration Officer in implementing and managing the registration of professional persons in designated categories
- Representing the Council at all events arranged by the Council for the Built Environment (CBE) and attending / participating in all CBE fora on behalf of the Council
- In consultation with the Registrar, responding to requests for information submitted by the Department of Public Works
- Maintaining effective communication with registered persons, relevant qualification authorities, other professional councils, voluntary associations and the general public

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Candidates should submit full CVs with a covering letter marked for the attention of "The Registrar, SACQSP" e-mailed to: [registrar@sacqsp.co.za](mailto:registrar@sacqsp.co.za) or faxed to: 011-312 2562

Closing date: 29th April 2011

Applicants who have not received any response within four weeks of the closing date must consider themselves unsuccessful for this position.

*The SACQSP subscribes to the principles of Employment Equity*