



# SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION

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169 Corobay Ave, Waterkloof Glen, Pretoria  
[www.saclap.org.za](http://www.saclap.org.za)

[registrar@saclap.org.za](mailto:registrar@saclap.org.za)

**SACLAP is a statutory body, established in terms section 2 of the Landscape Architectural Profession Act, Act 45 of 2000. The key mandate of SACLAP is to register persons in the landscape architectural and landscape management professions and matters associated therewith.**

## **REGISTRATION ADMINISTRATOR - 2 Years Fixed Term Contract**

**LOCATION : Pretoria**

### **A. JOB PURPOSE**

To provide direct support to the Registrar in all operational activities relating to the registration and regulation mandate of SACLAP

### **B. KEY RESPONSIBILITIES**

The main emphasis of the Registration Administrators job is to ensure smooth operational running within the SACLAP team and to ensure that all registration related policies and procedures are duly followed. The Registration Administrator is required to promote a professional image of SACLAP to all external stakeholders whilst ensuring that all internal policies and procedures are fully adhered to.

Through the formalised committee and sub-committee / task team structures and individuals registering or registered with SACLAP, the Registration Administrator has a direct reporting responsibility to the Registrar of SACLAP and informal accountability to the members of the Council.

The key responsibilities entail the following:

- Undertake the administrative activities relating to the application, processing and outcome of the various registration processes of SACLAP.
- Assist in compiling information and reports related to ensuring that the data submission to SAQA, CETA, CBE and other statutory bodies is made timeously.
- Assisting with day to day functions of SACLAP as may arise from time to time.

### **C. REQUIREMENTS**

- Bachelor's degree or equivalent qualification
- Previous experience in regulatory environment (Advantage will be given to individuals who have worked for a statutory Professional Council in the Built Environment)
- Working Knowledge of SAQA Professional Bodies and Professional Designations Requirements.
- Working Knowledge of CETA Discretionary Funding and JPMT requirements for Interns and Candidates
- 6 months minimum experience in a similar role

### **D. SKILLS AND COMPETENCIES**

- Strong interpersonal skills.
- Proficient in computer applications: Microsoft Word, Outlook, Excel, and Power Point.
- Knowledge of relevant legislation pertaining to information access and distribution.
- Knowledge of policies, procedures and practices related to the other Councils of the Built Environment.
- Excellent organizational and time management skills.
- Excellent communication skills, including verbal, reporting, writing, editing and formatting of documents etc.

- Be able to conduct her/himself in a professional manner.
- Ability to work well under pressure.
- Commitment to professional integrity, including knowledge of and commitment to upholding confidentiality guidelines regarding confidentiality of Council information.
- Attention to detail

**The application is to be in the form of a short CV that summarises the qualifications and relevant experience of the individual and to include a short paragraph of the motivation why the individual should be considered for the position.**

**Applications are to be submitted to the Registrar's office, by email to registrar@saclap.org.za no later than Friday 21 February 2020 at 12:00. No late submissions will be accepted.**

**Only email applications will be accepted.**

**If you have not had a response by 27 March 2020, you may consider your application to be unsuccessful.**