

Job Advertisement - Manager - Profession Support

The South African Geomatics Council (SAGC) is seeking a motivated and experienced individual to join our team as a **Manager: Profession Support**. This key position will manage registration and CPD processes, support related committees, and lead the transformation mandate outlined in the Geomatics Profession Act.

Role Title:	Manager: Profession Support
Location:	Bruma, Johannesburg
Salary:	Level 12 Equate
Role Type:	Full-time
Application:	Submit your CV and cover letter to registrar@sagc.org.za
Closing Date:	27 January 2025

Role Overview

- Effectively and efficiently manage registration and CPD processes.
- Provide administrative support to related committees.
- Conduct statistical analysis of registered members and students in training.
- Implement the transformation mandate and develop social responsibility initiatives.
- Lead and manage the Professional Services team.

Key Responsibilities

Transformation

- Create a supportive environment for institutional transformation sensitive to societal needs.
- Focus on ensuring the profession is well-represented in terms of gender and race.
- Develop programmes to grow member registration and articulate qualifications.

Registrations

- Implement and manage the online SAGC Management System for member registration.
- Develop processes for handling foreign qualifications and workflow systems.
- Oversee the screening and processing of new applications and notify applicants of outcomes.
- Verify and prepare final registration letters for the Registrar's signature.
- Manage the deregistration process for non-compliant registered persons.

Examinations

- Ensure and administer examination logistics, liaise with examiners, and manage venues.
- Process and submit examination results for approval.
- Notify applicants of examination outcomes.

Continuous Professional Development (CPD)

- Develop a streamlined process for CPD submissions and tracking.
- Report to the Registrar on member progress with CPD requirements.

Staff Development

- Establish performance agreements with direct reports and conduct reviews.

Risk Management

- Identify and mitigate risks associated with registrations and finances.

Appeal Board Administration

- Assist the Registrar with the administrative tasks for the Appeal Board, including record-keeping and minute-taking.

Qualifications and Experience

- **Minimum Qualification:** Grade 12 and NQF Level 6 qualification in a Geomatics discipline with registration as a Geomatics Professional.
- **Preferred Qualification:** NQF Level 7 qualification in a Geomatics discipline with registration as a Geomatics Professional.
- **Experience:** Minimum of three (3) years of relevant middle management experience.

Competence Requirements

Knowledge

- Policy development and process implementation.
- Proficiency in Microsoft Office (PowerPoint, Excel, Word and Outlook).
- Familiarity with online meeting platforms (e.g. Microsoft Teams and Zoom).
- Practical knowledge of accreditation, professional membership and Continuous Professional Development principles, practices and systems.
- South African laws applicable to SAGC, including but not limited to the Geomatics Profession Act (19 of 2013), Public Finance Management Act (1 of 1999), Protection of Personal Information Act (4 of 2013), South African Qualifications Authority Act (58 of 1995) and National Qualifications Framework Act (67 of 2008), and their application.

- South African labour legislation (particularly, the Basic Conditions of Employment Act and Labour Relations Act) and human performance improvement practices.

Skills

- Strong interpersonal, written, and verbal communication skills.
- Advanced computer literacy (Databases, Spreadsheets, and Word Processing).
- Ability to negotiate clear objectives.

Attributes

- Political awareness, diplomacy and sensitivity.
- High work standards under pressure and tight deadlines.
- High integrity and credibility with Council leadership and members.
- Strong relationship-building skills with stakeholders.