



**INVITATION TO THE VOLUNTARY ASSOCIATIONS**  
**THE SOUTH AFRICAN INSTITUTE OF VALUERS (SAIV)**  
**12 MAY 2023**

**REGISTRAR – SOUTH AFRICAN COUNCIL FOR THE PROPERTY VALUERS PROFESSION**

<b>Company Name:</b>	South African Council for the Property Valuers Profession
<b>Post:</b>	Registrar
<b>No of Posts:</b>	1
<b>Job Location:</b>	Lynnwood, Pretoria, Gauteng Province
<b>Closing Date:</b>	28 May 2023

South African Council for the Property Valuers Profession (“SACPVP” or “Council”) is seeking a dynamic and innovative Registrar to join the Council. The Registrar is the highest-ranking position in the SACPVP, responsible for leadership and making major decisions for the organization.

The incumbent assumes the role of the Chief Executive Officer of SACPVP. An all-inclusive market related compensation package is offered.

**1. JOB REQUIREMENTS**

- A minimum of a Bachelor Degree in the Public or Business Administration as recognised by SAQA.
- Minimum of 5 years’ experience at the Senior Management level.
- Extensive experience in administration
- A valid driver’s licence.
- The following will be an added advantage:
  - Registration with the SACPVP as a Professional Valuer or Professional Associate Valuer.
  - Relevant qualification in the Real Estate field accredited by SACPVP.
- Skills and Competency

- Ability to communicate at all levels, customer service skills, administration skills, planning and execution skills, risk management, project management skills, financial management skills, knowledge and ability to interpret legislations and apply policies, excellent conflict resolution skills and attention to detail, a strong computer literacy, database knowledge as well as be well-acquainted with the use of the internet and understanding of changing technology for the smooth functioning of the administration.

## **2. DUTIES AND RESPONSIBILITIES:**

- The Registrar will provide various support to the Council which includes secretariat support, interact on a regular basis with the stakeholders which includes the Council for the Built Environment (CBE), and the Ministry of the National Department of Public Works and Infrastructure.
- The Registrar has the overall responsibility of running a smooth and efficient administration. Lead the Council staff, provide organization-wide leadership, manage overall operations, the organization's resources and expected to make major decisions affecting the organization.
- The Registrar will be responsible for Human Resource Management, Financial Management, Strategic Financial Planning/Organizing Management, Meetings and recommending useful technological updates. Lead the development and implementation of the organization's strategic plan and operational policies.
- Responsible for the organisation's financial activity, by developing and implementing a budget including overseeing budgeting, financial reports and auditing for Annual Financial Statements.
- Manage records for all registered persons as well as other information required by all stakeholders. Compile registration statistics and advise registered persons regarding their registration status, and be responsible for collating professional development status requirements.
- Attend to complaints from registered members and members of the public and prepare and submit complaints to Investigation Committee for review and appeal purposes.
- The Registrar is expected to play a facilitative role to promote the valuation profession at the highest level.
- He/she collaborates with universities and higher education institutions to coordinate accreditation meetings. Other responsibilities include keeping records of all curriculum prerequisites, determining registrations' eligibility, planning professional development activities and preparing information such as eligibility lists and registration status.

## **3. APPOINTMENT CONDITIONS:**

- a) Appointment of the Registrar will be for a contract period of 5 years.
- b) Registrars will function, as per an agreed performance contract with the Council.
- c) The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) with the purpose of determining their security and financial competency.

## **4. TO APPLY:**

- a) Applicants must submit a detailed curriculum vitae with three contactable referees as well as the motivation letter around your suitability for this position.
- b) Shortlisted candidates will be required to submit certified copies of their qualifications and/or proof of academic record.
- c) Applications received after the closing date will not be considered
- d) Applications must be submitted via email address provided below only.
- e) All applicants must be South African citizens or permanent residents. A SAQA evaluation report must accompany foreign qualifications.

**ENQUIRIES Mr. G Mashishi (012) 348 8643.**

**E-Mail CV's to: [legal@sacpvp.co.za](mailto:legal@sacpvp.co.za)**

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