

Advert



SOUTH AFRICAN COUNCIL FOR PLANNERS (SACPLAN)

POST : Registrar / Chief Executive Officer

Remuneration - Negotiable

Purpose - In the exercise of its duties, SACPLAN is mandated (amongst other responsibilities) in terms of Section 8 (1)(a) of the Planning Profession Act of 2002 (Act 36 of 2002) to appoint, remunerate and determine the conditions of service of the Registrar. In terms of the structure of the Administrative office of SACPLAN, the Registrar acts as the Chief Executive Officer of the Council.

Qualifications / Requirements - A postgraduate qualification in Business Administration or Business Leadership. A degree in Urban and Regional Planning will be an added advantage.

Experience - Minimum of 10 years' experience at management level and knowledge of the urban / town and regional planning environment.

Knowledge and Skills - *Business Administration* - The ability to oversee and supervise council operations. This includes office administration; accounting; finance; project and task management; research and development; marketing and stakeholder relations. *Urban and Regional Planning industry* - The knowledge of the Planning Profession and the interdisciplinary fields that exist within the built environment industry is of paramount importance. A Registrar of SACPLAN must demonstrate proven curiosity; interest and involvement in the built environment and urban planning industry.

For more information on this position please go to <https://sacplan.org.za/wp-content/uploads/SACPLAN-CEO-Advert-and-Job-Profile.pdf>

Applications

An application containing a covering letter, comprehensive CV, certified copies of qualifications, ID and driver's license should be sent electronically to:

The Chairperson, South African Council for Planners, email: khetha.zulu@rnm.gov.za - Not later than the 31st January 2021.

Enquires to be directed to:

Mr Khetha Zulu on Tel 039 315 9258 and email address: khetha.zulu@rnm.gov.za

NOTE

Your CV should cite three contactable referees. Correspondence will be limited to successful candidates only. If you have not been contacted within two months of the closing date of this advertisement, please accept that your application was unsuccessful.

No applications from recruitment companies will be accepted. SACPLAN reserves the right not to make an appointment.

Registrar / Chief Executive Officer: South African Council for Planners

Role Profile			
Company	SACPLAN	Date	31 January 2021
Operation	Strategy, Business Management, Business Leadership	Job band	Registrar/CEO
Location	Midrand, Gauteng Province, South Africa	Remuneration	Negotiable
Discipline/ Sub-discipline	Day-to-day Operations, Operational Excellence, Technical Excellence, Cost Stewardship,		
PURPOSE OF THE ROLE			
<p>In the exercise of its duties, the South African Council for Planners is mandated (amongst other responsibilities) in terms of section 8 (1)(a) of the Planning Profession Act of 2002 (Act 36 of 2002) to appoint, remunerate and determine the conditions of service of the Registrar. In terms of the structure of the Administrative office of SACPLAN, the Registrar acts as the Chief Executive Officer of the Council.</p>			
WORK OF ROLE			
Work of Role		Output	
1. Registration of Planners <ul style="list-style-type: none"> Ensure that all applications for registration fare considered and that decisions are taken. Keep and maintain a register of registered persons which must (at all business times) be open for inspection by any member of the public. 		<ul style="list-style-type: none"> Best practice principles upheld Correct and timeous registration of all planners 	
2. Administration and Management <ul style="list-style-type: none"> Provide secretariat services for all Council meetings. Design measures and solutions to minimise administrative challenges. Drive initiatives aimed at eliminating waste, improving productivity and reducing operating costs to increase cost-effectiveness. Contribute to continuous improvement and asset optimisation initiatives for the Council. Ensure that assets are utilised to their full potential to enable the delivery of all set targets. Assuring legal and financial compliance of the Council. 		<ul style="list-style-type: none"> Optimisation of processes Best practice principles upheld and applied Cost saving initiatives / projects Minimized / prevented errors Targets reached Compliance Sound corporate governance 	

<ul style="list-style-type: none"> • Must ensure that internal office policies are in place. • Must ensure that Council policies and directives are implemented. • Applying rigorous commercial and business thinking to decision making in order to generate value for the Council and its members. 	
<p>3. Leadership</p> <ul style="list-style-type: none"> • Must provide and implement a vision • Must set clear direction and priorities for the Council • Must ensure that all employees and members of the Council understand the vision of the Council • Must establish and implement an effective organisational structure and communication protocols • Must inspire and motivate employees of the Council • Must be able to delegate and empower employees of the Council • Ensure effective time management 	<ul style="list-style-type: none"> • Vision • Communication protocol • Organisational development • Effectiveness • Sound corporate governance
<p>4. Budget and Cost Control Management</p> <ul style="list-style-type: none"> • Must assist in the collection of fees from registered persons and those that wish to apply for registration with the Council. • Upon written approval from the Minister and upon instruction by the council, the Registrar may invest funds; raise loans and even lend money only with registered financial institutions considered appropriate by the National Treasury department • May acquire or lease movable and or immovable property that is necessary for the functions of the Council. • Must raise finances for the performance of the duties of the Council. • Must undertake fund-raising activities including conferences; production and sale of merchandise and publications. • Assist with compiling of annual budget and ensure adherence to company policy. • Monitor spending and allocation of expenses to ensure appropriate reporting and cash flow management. 	<ul style="list-style-type: none"> • Accuracy of forecast • No deviation from budget • Saving on budget • Operations control and efficiency

<p>5. People Management</p> <ul style="list-style-type: none"> • Optimise human resources in a way that ensures maximum output is delivered by the Council. • Ensure work ethics is of such a nature that workers continuously strive towards improving their own performance. • Assess the training needs of the Council against the defined skill requirements and develop and implement a training plan within your authority limits. • Monitor leave and turnover data and initiate/authorise recruitment activity so that crew strength is maintained. • Fully understand the policies, processes and systems which apply to your team's work and provide leadership so that your team works within these. 	<ul style="list-style-type: none"> • Team effectiveness indexes • Number of recurring problems • Motivational level and attitude of personnel • Punctuality of personnel
<p>6. Stakeholder Relationship Management</p> <ul style="list-style-type: none"> • Communication of council policies; decisions and resolutions. • Build, manage and maintain healthy relations with all stakeholders including registered voluntary associations to assist in achievement of organisational goals. • Liaise with stakeholders to provide relevant support and input for production targets achievement. • Ensure continuous customer satisfaction by producing and delivering on required volumes. 	<ul style="list-style-type: none"> • Customer satisfaction index • 360 degree results
<p>7. Improvement Initiatives</p> <ul style="list-style-type: none"> • Manage operations and processes safely, efficiently and cost effectively to meet short-term and long-term objectives. • Contributes to continuous improvement and asset optimisation of the Council 	<ul style="list-style-type: none"> • Production targets / objectives met • Compliance with planned parameters • Optimisation of operational activities • Sound corporate governance
<p>8. Education and training</p> <ul style="list-style-type: none"> • Must assist in the determination of competency standards for the planning profession • Must conduct accreditation processes for all planning schools as and when required • In consultation with the Council for Higher Education, must deal with all matters that affect the education and training of planners 	<ul style="list-style-type: none"> • Continuous professional Development of planners • Compliance

<ul style="list-style-type: none"> • Must facilitate the provision of education and training of planners • Must advise any educational institution, voluntary association or examining body with regards to educational facilities for training of registered planners and prospective registered persons 	
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ROLE RELATIONSHIPS

Managerially accountable to	<ul style="list-style-type: none"> ▪ South African Council for Planners (SACPLAN)
Direct reports	<ul style="list-style-type: none"> • Chairperson of SACPLAN
Key internal role relationships	<ul style="list-style-type: none"> • Service Delivery Manager, Administrative Staff • Chairperson of the Education and Training Committee; Chairperson of the Registration Committee; Chairperson of the Rules Committee; Chairperson of the Appeal Board; Chairperson of the Transformation, Communication and Liaison Committee; etc.
External relationships	<ul style="list-style-type: none"> • Minister of Agriculture, Land Reform and Rural Development; Voluntary Associations; Municipalities; SALGA; Provincial Planning departments

QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS

QUALIFICATIONS / REQUIREMENTS	<ul style="list-style-type: none"> • A postgraduate qualification in Business Administration or Business Leadership. A degree in Urban and Regional Planning will be an added advantage.
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of 10 years' experience at management level and knowledge of the urban / town and regional planning environment
KNOWLEDGE AND SKILLS	<p>Business Administration</p> <p>The ability to oversee and supervise council operations. This includes office administration; accounting; finance; project and task management; research and development; marketing and stakeholder relations.</p> <p>Urban and Regional Planning industry</p> <p>The knowledge of the Planning Profession and the interdisciplinary fields that exist within the built environment industry is of paramount importance. A Registrar of SACPLAN must demonstrate proven curiosity; interest and involvement in the built environment and urban planning industry.</p>