

CBE Head Office

Tel: +27 12 346 3985 | Fax: +27 12 346 3986

VOIP: 087 980 5009

Email: info@cbe.org.za | Web: www.cbe.org.za

The **Council for the Built Environment (CBE)** is a statutory body established under the Council for the Built Environment Act (no. 43 of 2000). It is an overarching body that coordinates the six councils for the built environment professions (architecture, engineering, landscape architecture, project and construction management, property valuation and quantity surveying) for the purpose of instilling good conduct within the professions, transforming the professions and advising South African government on built environment related issues.



SKILLS DEVELOPMENT MANAGER

(Total cost to company pa R1 055 735.27)

The Council for the Built Environment (CBE), located in Menlyn, Pretoria, has the above permanent position available for immediate appointment:

Purpose:

To provide leadership to the CBE's National Skills Development Programme aimed at the built environment professions.

KEY RESPONSIBILITIES:

SKILLS DEVELOPMENT PLANNING

Assess the National Skills requirements in the built environment.

Implement the National Skills Development Strategy.

Manage the CBE's skills development interventions.

Identify and facilitate cooperation with stakeholders through the professional Skills Development Pipeline.

Develop and implement departmental project plans.

Prepare and present budgets and funding proposals.

Facilitate international recognition of the South African built environment professions.

Research and benchmark different components of the professional Skills Development Pipeline, nationally and internationally.

SKILLS DEVELOPMENT MANAGEMENT

Ensure that a uniform process for professional council registration is in place.

Ensure that a uniform system for accrediting learning programmes at institutions is in place.

Ensure that all councils for the built environment professions have a uniform Continuous Professional Development (CPD) process.

Ensure that the qualification standard generation is aligned to nationally and internationally acceptable processes and standards.

Promote CBE at relevant career exhibitions related to the schools programme.

Champion transformation initiatives through a focus on skills development of women, Continuous Professional Development (CPD) and Recognition of Prior Learning (RPL).

Work in partnership with other relevant projects.

Manage relevant bursary scheme programmes.

Facilitate and promote alignment and mutual recognition of all accords, bi-lateral and multi-lateral agreements with the respective councils for the built environment professions.

Participate in special projects.

STAKEHOLDER RELATIONSHIPS MANAGEMENT

Develop, maintain and enhance strategic stakeholder relationships, including but not limited to business, donors and other collaborating partners.

Work collaboratively with the CBE operations in skills development interventions.

Establish and maintain effective working relationships with stakeholders.

Solve problems creatively, whilst demonstrating a high level of integrity.

Maintain professional relationships that uphold CBEs' core values.

Maintain effective and efficient communication channels.

HUMAN RESOURCE MANAGEMENT

Set annual performance objectives for employees in the Skills Development Department.

Ensure all employees in the Skills Development Department have signed performance agreements.

Conduct appraisals for employees in the Skills Development Department.

Develop action plans to address poor performance.

Identify training needs of employees in the Skills Development Department.



Ensures ongoing training and development of employees in the Skills Development Department.

Analyse the business plan to determine the financial requirements of the Skills Development Department.

BUDGET MANAGEMENT

Ensure all projects are funded and implemented within budget.

Obtain the budgetary prescriptions from the Finance Division.

Determine financial allocations in accordance with deliverables.

Submit budgets for approval, in accordance with CBE's policies and procedures.

Monitor expenditure against budget and maintain within budgetary limits.

Peruse monthly expenditure statements from Finance and addresses anomalies.

Explore opportunities to reduce costs.

REQUIREMENTS AND COMPETENCIES:

- Degree in Skills Development or any Built Environment Profession (NQF 7) or equivalent.
- Eight (8) years' experience within a Skills Development Environment, three (3) years of which should indicate management experience.
- Skills development.
- Relationship management.
- Human Capital management.
- Problem solving.
- Excellent communication skills (oral and written).
- Computer literacy.
- A valid driver's license.

*Applications must be submitted with a detailed CV, quoting the title of the position, by e-mail on hadmin@cbe.org.za by no later than **08 December 2017**. Applicants not contacted within four (4) weeks of the closing date should consider their application unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The successful applicant will be required to undergo competency assessment. The CBE reserves the right not to make an appointment.*