



ADVERTISEMENT FOR VACANCIES

The Council for the Built Environment (CBE) is a statutory body established under the Council for the Built Environment Act (No. 43 of 2000) (the CBE Act). It is an overarching body that coordinates the six Councils for the Built Environment Professions (Architecture, Landscape Architecture, Engineering, Property Valuers, Project and Construction Management, and Quantity Surveying) for the purpose of instilling good conduct within the professions, transforming the professions and advising the South African Government on Built Environment related issues.

Potential applicants may acquaint themselves with the organisation on the platforms listed above. All advertised positions are based at the CBE Office in Menlyn, Pretoria.

The Council for the Built Environment seeks to appoint the following positions with immediate effect:

CHIEF EXECUTIVE OFFICER (REF: CE15)

(Five years contract - Total cost to company pa R1 629 019.04)

The Chief Executive Officer (CEO) reports directly to the Chairperson of the CBE Council.

Together with the CBE Council, the CEO will be responsible for leadership and management of the organisation in accordance with the strategic direction set, to execute the following:

1. Act as a catalyst for the CBE and all Council subcommittees in the formulation and execution of policies
2. Provide strategic leadership to the CBE in an efficient and effective manner, in line with the CBE Act 43 of 2000
3. Manage and ensure that the CBE renders a professional service to all stakeholders of the Built Environment Professions and the general public
4. Drive the Built Environment agenda to ensure growth, development and transformation
5. Advocate good Corporate Governance

6. Financial management that translates to unqualified audit
7. Develop and maintain a credible image of the CBE
8. Maintain productive stakeholder relations

Key Performance Areas

1. Implement the CBE mandate
2. Develop and implement the CBE's strategy
3. Manage and mitigate risks
4. Position the CBE in line with the changes and priorities of the environment

Competencies, Knowledge, Skills and Abilities

1. Proven track record in strategy formulation and implementation
2. Understanding of the Built Environment
3. Delivery oriented
4. Leadership skills
5. Critical thinking, analytical and problem-solving ability
6. Programme and project management
7. Financial management experience at a senior level
8. Stakeholder management
9. Change management
10. People and diversity management
11. Computer literacy
12. Valid driver's license

Minimum Qualifications and Experience

The applicant must be in possession of a:

1. Bachelor's Degree (NQF8) in the Built Environment field, with at least seven (7) years' experience at senior management level in the Built Environment) **OR**
2. Master's Degree (NQF9) in the Built Environment field, with at least five (5) years' experience in an executive management role

3. Master's in Business Management (MBA) (NQF 9) will be an added advantage
 4. Registration with a relevant Council for the Built Environment Profession will be an added advantage
 5. Affiliation with a recognised, professional Voluntary Association will be an added advantage
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CHIEF OPERATIONS OFFICER (REF: CO14)

(Five years contract - Total cost to company pa R1 359 583.95)

The Chief Operations Officer (COO) reports directly to the Chief Executive Officer.

The COO will provide leadership to the Operations Division that house the core departments of the CBE dealing with Built Environment matters relating to Research and Policy; Transformation Programmes; Regulations and Legal Services; and Skills Development.

Key Performance Areas

1. Align the Annual Performance Plan of the Operations Division with the CBE's strategy, and strategically implement the Annual Performance Plan through leadership and guidance
2. Manage programmes to enhance knowledge sharing in the Built Environment
3. Identify and commission research to be conducted within Built Environment professions, policies and programmes
4. Manage programmes to facilitate transformation within the Built Environment Professions
5. Co-ordinate the Regulations and Legal Services function
6. Co-ordinate the Skills Development function
7. Identify and provide solutions to challenges encountered by the Councils for the Built Environment Professions

8. Develop and implement interventions that promote health and safety, environmental protection, human resources skills and development, good governance and consistent application of guidelines and norms within the Built Environment Professions

Competencies, Knowledge, Skills and Abilities

1. Sound knowledge of project development and management
2. Knowledge of Built Environment related legislation
3. Understanding of the Built Environment professions
4. Ability to conduct research
5. Good liaison and organising skills
6. Ability to work independently
7. Excellent communication skills
8. Presentation and report writing skills
9. Computer literacy
10. A valid driver's license

Minimum Qualifications and Experience

1. A relevant qualification in the Built Environment or related field (NQF8)
2. Valid professional registration with a relevant Professional Body
3. Ten (10) years' experience in the Built Environment
4. Four (4) years' experience in a senior management role

Applicants must be able to demonstrate attention to detail, pro-activeness, adherence to reporting timelines, strategic thinking, thought leadership, assertiveness, conceptual flexibility, self-motivation, empathy and problem-solving skills.

LEGAL COMPLIANCE SPECIALIST (REF: LC12)

(Permanent contract - Total cost to company pa R906,629.07)

The Legal Compliance Specialist reports directly to the Manager: Regulations and Legal Services.

The Legal Compliance Specialist is to ensure statutory and regulatory compliance of CBE's stakeholders and render general legal support within the CBE.

Key Performance Areas

1. Legal Compliance

- Monitor legislative developments that impact the CBE
- Monitor and analyse complaints from Built Environment Professionals and the Public
- Conduct research on legal issues
- Formulate opinions and respond to legal questions
- Assess new procedures to identify operational risks and proactively mitigate them
- Conduct legal compliance audits and report findings to Manager
- Monitor and report on the timeous implementation of audit recommendations
- Ensure Professional Councils comply with legislation, policy and regulations as well as Health and Safety guidelines
- Ensure adherence to appeal guidelines and procedures
- Mediate between stakeholders and Professional Councils on matters of corporate governance
- Facilitate Appeal Committee sittings to expedite appeals and legal cases within its statutory time frames
- Assess Professional Councils' level of compliance with the Corporate Governance Framework

- Assist Professional Councils to overcome challenges impeding compliance with the Corporate Governance Framework
- Assess Professional Councils' compliance with the Public Finance Management Act (PFMA)
- Assess Professional Councils' compliance with the Policy Framework and report non-compliance to the Department of Public Works and Infrastructure
- Draft reports for the Ministry

2. Legal Support to Internal Clients

- Review contracts, tenders and other legal documents on behalf of the CBE business units
- Provide advice to HR on labour issues
- Provide general legal advisory service to Professional Councils
- Handle legal cases for and against the CBE

3. Stakeholder Relationship Management

- Maintain regular contact with stakeholders
- Establish and maintain effective working relationships
- Solve problems creatively whilst demonstrating a high level of integrity
- Maintain professional relationships that fulfil the CBEs' core values
- Maintain effective and efficient communication channels
- Manage relationships in accordance with policies, procedures and legal requirements

Competencies, Knowledge, Skills and Abilities

- Relationship Management
- Monitoring and Evaluation
- Communication
- Coordination
- Administrative

- Resilience
- Confidentiality
- Professionalism
- Integrity
- Assertiveness
- A valid driver's license

Minimum Qualifications and Experience

1. Degree in Law (NQF 7)
2. Four (4) years' experience in a Legal Compliance role

NOTES

The CBE is an equal opportunity employer and is committed to employment equity practices. People with disabilities are encouraged to apply. The successful candidate will be offered a fixed term contract and a competitive salary package will be negotiable in accordance with the CBE's remuneration policies.

*Applications must be submitted with a detailed CV quoting the title of the position, by e-mail to hradmin@cbe.org.za by **18 June 2021***

If you do not receive feedback within three months of the closing date, please regard your application as unsuccessful. Applications received after the closing date will not be considered. Please quote the title of the position and the reference number in the subject line of your application. It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Only candidates who meet the requirements should apply. The CBE reserves the right not to appoint. Appointment is subject to positive security clearance, verification of qualifications, and reference checking. The successful applicant will be required to undergo competency assessment. Correspondence will only be entered to with shortlisted candidates.