



## **SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING**

### **Education and Training Manager**

**Appointment Date** June/July 2011

**Remuneration** Comprehensive package congruent with the scope, responsibility and stature of position

The South African Institution of Civil Engineering (SAICE) needs to appoint a dynamic and appropriately qualified manager to lead its Education and Training (E&T) Department.

The prospective candidate should have knowledge of SAICE's aims and objectives and should understand how the organization achieves its vision and mission. Knowledge of the internal operations of SAICE and key internal and external departments is an advantage. For further details, refer to [www.saice.org.za](http://www.saice.org.za)

In addition to the day to day functions of an education and training manager, which is the priority, the applicant will also be required to engage in entrepreneurial activity to investigate and implement new E&T business opportunities. The manager will report to the CEO.

### **Education and Training Manager's Work Activities**

**Education and Training Courses** Plan and coordinate SAICE E&T programs (workshops, CPD & other courses, lectures, workshops, seminars and conferences) • Validation of CPD programs • Liaise with local and international professional bodies • Manage contracts with E&T service providers (presenters, course developers and organisers amongst others) • Research and develop new course material. **SAICE Bookshop** Manage activities associated with the SAICE Bookshop • Introduce new material to the bookshop • Market, brand and manage bookshop activities. **Staff Management** Manage E&T Staff • Supervise secretarial, administrative and planning functions • Performance Management. **Liaison with Professional Bodies** Oversee the organisation of professional reviews • Liaise with ECSA and other professional bodies. **General** Project management and planning • Organise and attend meetings • Devising and maintaining management systems (including data management, filing and operational systems) • Manage and maintain E&T SAICE website matters • Financial management including budget setting, invoicing and budget control

### **Requirements**

Civil Engineering qualification OR similar equivalent (3 or 4 year qualification) • Management experience required • Minimum 5 Years in Professional Work Environment • Computer Literacy with Advanced MS Office Proficiency (MS Word, Excel, PowerPoint, MS Projects and Outlook) • Self-starter and highly motivated • Ability to work under pressure • Work odd and extra hours from time to time • Excellent communication skills • Organisational and interpersonal skills • Good planning and supervising abilities • Willingness to travel

### **Submission Requirements**

To apply for the post, compile and submit the following information and documentation before 17h00 on Tuesday, 24 May 2011. No late applications will be considered.

- 1) CV of not more than five (5) pages in length
- 2) Certified copies of qualifications, ID Document, Passport and Driver's License
- 3) A concise essay (300 words) that validates your understanding of the appointment and your personal attributes, qualifications and experience that elevates your profile for the post
- 4) Minimum of two (2) letters of reference

Submissions must be submitted in a sealed envelope, marked:

**Attention** Mr M Pillay

**Application** Education and Training Manager

SAICE House

Block 19, Thornhill Office Park

Bekker Street

Vorna Valley X21

Midrand

**Note** All shortlisted applicants will undergo a personality test as part of the appointment process.

If you have not received a response from SAICE within 2 weeks of your application, kindly regard your application as unsuccessful.