



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

Vacancy: CPD and Accreditation Officer - Head Office
Permanent

OVERALL RESPONSIBILITY

The role reports directly to the Manager: CPD and Accreditation. The role is responsible for ensuring the implementation of CPD and Accreditation plans, systems, processes and procedures. This role is also responsible for the implementation of the Continuous Development Programmes in line with the industry requirements.

MINIMUM REQUIREMENTS

- National Diploma(NQF 6) or equivalent.
- Assessor and Moderation experience.
- Minimum 2 years' experience in similar environment
- A working knowledge and understanding of the legislation governing the Property Practitioners.
- Good background knowledge and understanding of government policy and legal compliance issues in the public sector.
- Knowledgeable about educational regulations and standards.
- Sound understanding of the industry and business environment.
- Excellent understanding of available education and training programmes and systems.
- Computer literacy - MS Office (Word, Excel, PowerPoint, Outlook and Internet Explorer) at an intermediate level.
- Previous working experience in SAP Training and Events Module or SAP (Learning management System)
- Previous working experience in Paper-trail system will be an added advantage

KEY RESPONSIBILITIES

- Facilitate the implementation of CPD assessments
- Liaise with Marketing and Communications Department and publish the CPD events calendar.
- Monitor the PPRA web portal and administer the registrations of CPD.
- Liaise with Licensing and Registration and certificate the successful participants.
- Conduct accreditation and approval visits and make recommendations on accreditation requirements.
- Assess the quality of the assessment outcome against the set accreditation criteria and requirements.
- Ensure the CPD points and load the CPD results onto the system for accreditation.
- Accredit the successful participants.

REMUNERATION:

Market related remuneration will be negotiated with the successful candidate.

TERM OF APPOINTMENT:

Permanent.

HOW TO APPLY:

- Applications must be submitted in writing and must contain a detailed CV and a motivation for application.
- Preference will be given to candidates whose appointment will enhance representivity.
- Applications received after the closing date will not be considered.



The PPRA is an equal opportunity employer. The post is open to all without distinction.

CLOSING DATE: 18 February 2024

Candidates should communicate their interest to the above position by **18 February 2024** through e-mail to vacancies@theppra.org.za

Should applicants not receive any correspondence within three weeks after the closing date, they must accept that their applications have not been successful.