



science, technology
& innovation

Department:
Science, Technology and Innovation
REPUBLIC OF SOUTH AFRICA



TEMPORARY REGISTRATIONS MANAGER

The **South African Council for Natural Scientific Professions (SACNASP)**, the statutory and regulatory authority for the natural scientific profession, is seeking a dynamic and experienced **Temporary Registrations Manager** to oversee and manage the end-to-end registration processes for natural science professionals, ensuring they align with SACNASP's policies, standards, and legal requirements.

This strategic role is responsible for leading and managing the registration of natural science professionals in accordance with the National Scientific Professions Act (Act No. 27 of 2003) and other applicable regulatory frameworks. The Temporary Registrations Manager will ensure that all registration processes uphold the highest standards of integrity, efficiency, and compliance, while supporting the professionalisation of the natural science sector.

The Temporary Registrations Manager will also contribute to the implementation of strategic initiatives as outlined in SACNASP's **2025–2030 Strategic Plan**, including enhancing operational effectiveness, driving policy development, and strengthening stakeholder engagement.

The successful candidate will report directly to the **Chief Executive Officer (CEO)** and will work closely with the **Registrations Committee and its sub-Committees** to advance the organisation's regulatory and developmental mandate.

Key Responsibilities:

- Provide strategic leadership and oversee the Registration Department, leading the team to deliver efficient, effective, and compliant registration services aligned with organisational goals.
 - Contribute to the implementation of the Strategic Plan and Annual Performance Plan (APP), including supporting performance reporting.
 - Strengthen risk management within the registration function by identifying, assessing, and mitigating risks, and ensuring effective internal controls are in place.
 - Ensure timely and accurate reporting to relevant governance structures.
 - Develop, review, and implement registration policies, procedures, and systems in line with legislation, governance requirements, and best practices.
 - Ensure the accuracy and integrity of registration data, including its collection, analysis, and reporting to support planning, decision-making, and statutory requirements.
 - Maintain clear and up-to-date communication and public information on registration processes.
 - Monitor trends and developments within the natural sciences to ensure the registration function remains relevant and responsive.
 - Manage projects and initiatives aimed at improving registration services and ensuring compliance.
 - Contribute to the development, implementation, and continuous improvement of a registration system aligned with best practices.
 - Oversee and manage the department's budget to ensure activities are delivered in line with policies and procedures.
 - Ensure all registration-related activities comply with ethical standards and regulatory requirements.
 - Support the Chief Executive Officer in driving strategic priorities, organisational transformation, and performance improvement.
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Minimum Requirements

Qualifications & Experience:

- A Postgraduate Degree in in any natural science discipline (a Master's Degree will be an advantage).
- A further qualification in Management will be advantageous
- Compulsory Professional registration with SACNASP as a Professional Natural Scientist.
- At least five (5) years at management level, with demonstrated experience in leading teams and managing performance.

Skills & Competencies

Managerial Competencies

- Strategic alignment and execution
- People leadership and performance management
- Change and transformational leadership
- Policy and procedural development and implementation
- Financial management and budgeting
- Conflict resolution and negotiation
- Risk and compliance management
- Collaboration and stakeholder engagement

Technical Competencies

- In-depth understanding of regulatory frameworks and registration processes
- Sound scientific and technical knowledge in natural sciences
- Data analysis, interpretation, and reporting
- Project and programme management
- Technical writing and administrative diligence
- Development and implementation of registration policies and procedures
- Proficiency in regulatory compliance and ethical standards
- Proficient in Microsoft Office applications.

Special Requirements:

- Willingness to work extended hours when required.

Salary: Market-related

Job Type: 6-months contract (with an option to renew)

Commencement: ASAP

To apply for this position, please forward your comprehensive CV, certified copies of your qualifications and ID, cover letter detailing role suitability to happlications@sacnasp.org.za

Closing date: 14 April 2026

***This position will comply with Employment Equity principles.
SACNASP reserves the right not to make an appointment.***