



# Project Management Administrator (PM. Admin)

Many individuals enter the project management world in administrative and support roles, either servicing individual projects or within project management offices.

In addition, a growing number of courses and certifications have been developed to better equip project administrators with the skills to support projects within organisations across industries. Numerous job titles exist that are related to the work performed within project administration. These include project controller and project support officer, as well as the following aliases: cost controller, estimator, procurement coordinator, project scheduler, document controller, project team member.

Through this designation successful candidates can set themselves apart from general administration and forge a career with critical skills specific to the project environment. Typical candidates are those who are working as administrators, interns or in similar support functions as per the aliases above, in project-based organisations.



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# Input Competencies

(Attribute based)



## Experience

One years' working experience managing projects of a low complexity according to CIFTER



## Knowledge

Qualification (NQF)  
NFQ4 in any industry and in which the candidate is working as a PM



## RPL

(without a NQF 4)  
One years' working experience managing projects of a low complexity according to CIFTER. PM industry credentials are advantageous

Industry Credentials  
(Various)  
Optional at this level

\*Foreign qualifications must be accompanied by a SAQA Certificate of Evaluation



# Application Process

## Pay Application Fee

- Once you completed the online application form you will automatically be issued with a once-off invoice application fee of **R1,983.75** (incl. vat), **non- refundable**
- When the fee was allocated to your profile it activates the next step of the process.

## Pay Annual Member Fee

- Once approved, an annual fee invoice of **R2,380.50** (incl. vat) will be issued with the grading outcome.

## Critical Skills

The PM. Admin Membership is not eligible to apply for critical skills; only the PM, Pm. Admin, Sr. PM and the Pr.PM

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## Register as Member

Complete all compulsory fields (marked with an\*) and upload the relevant supporting documents:

- *Detailed CV including references.*
- *Certified copies of your qualifications & certifications*
- *Signed PMSA Statement of Authenticity*
- *Signed PMSA Code of Ethics*
- *Certified copy of your ID (not older than 3 months)*

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## Grading Process

- The application and supporting documents will be evaluated for eligibility.
- The process takes about 3 - 4 weeks and the outcome of the evaluation is communicated by email.

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## Membership will be activated

- Membership will be activated when the annual fee payment was allocated to your profile.
- You will receive a system generated notification with the payment allocation.
- New members will receive a letter of good standing and membership certificate electronically. Renewal members will receive a letter of good standing. The certificate will only be issued with new membership
- Documents will be provided 2-3 weeks after annual fee allocation.

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If you have not been awarded a designation you have the right to an appeal and your application will be submitted for moderation at a fee of R1,983.75 incl. VAT. If you are awarded a designation you will receive confirmation of your award by way of a letter, certificate and NLRD registration

# Retention of Award

Your PMSA professional designation remains valid for one (1) year provided you comply with the following retention criteria:

1. Adherence to the PMSA Code of Ethics and Professional Conduct
2. Gathering of the required number of points through the relevant activities as stipulated in the PMSA CPD policy.
3. Payment of R2,530.00 (incl.vat) for a PM.Admin designation renewal fee at the end of the one-year period. All prices are subject to change.

## Continuous Professional Development (CPD) Policy

Investing in your ongoing learning through continuous professional development (CPD) activities is a requirement for the retention of your professional designation but is also invaluable to your growth as a PM professional and we encourage you to work towards moving along the designation articulation pathway.

To support your professional development journey be sure to make use of the navigation tools from your member profile to access:

- Courses by Recognised Education and Training Providers.
- Events, Seminars and Conferences
- Industry surveys and academic study
- Publications (articles, white papers, magazines)
- Professional contribution opportunities

However, ongoing maintenance of your CPD requirements allows you access to a real-time CPD certificate which reflects your ongoing commitment to your professional development.

PMSA reserves the right to audit CPD submissions and this will apply to up to one in every ten renewing designation-holders. Should you be selected for audit, you will be contacted with a full set of instructions and an indication of the information we will require.

# Application and Award Procedures

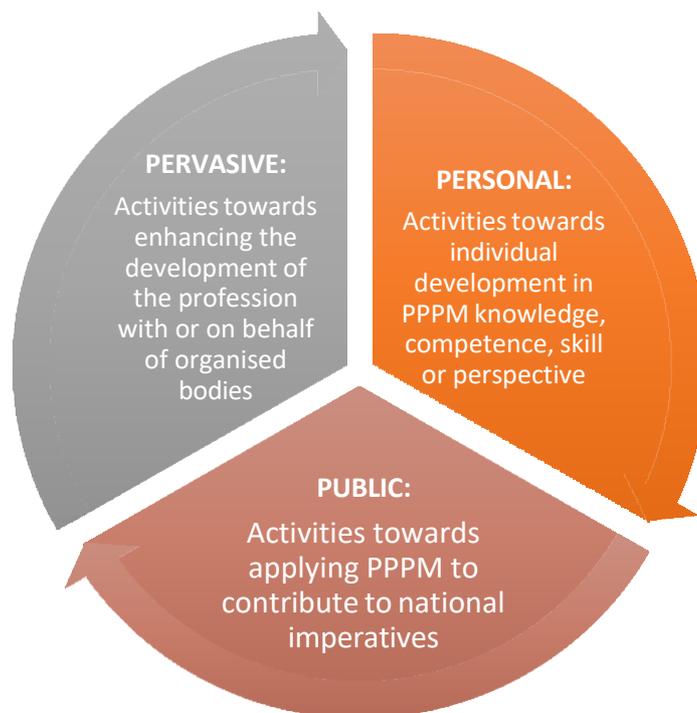
## Retaining your designations through your CPD Journal

For designation holders, continuous professional development is a requirement, and designation holders must accumulate the number of development points consistent with their designation and the relevant renewal period as stipulated in the PMSA CPD Framework

| Designation                                     | CPD Point Goal   | Renewal Frequency |
|---|------------------|-------------------|
| Project Manager<br>Administrator<br>(PM. Admin) | 30 points / year | Annually          |

**Table 1.1 – Registered designations and the related CPD goals**

Professional development activities are categorised and are consistent with the three main evaluation criteria for awarding and retaining of the designation, as well as the following model, which describes where the impact of the activity is directed:



*Figure 1.1 Categories of Objectives for Continuous Professional Development*

Ongoing maintenance of your CPD requirements allows you access to a real-time CPD certificate which reflects your ongoing commitment to your professional development. The maximum point allocations and claimable activities per category are detailed below (Table 1.2) below.

| Category        | Activity Type  | Points Awarded  | Maximum claimable points |
|-----------------|--|---|--------------------------|
| <b>PERSONAL</b> | Successful completion of further tertiary studies* in project, programme or portfolio management: <ul style="list-style-type: none"> <li>• <i>Certificate</i></li> <li>• <i>Higher certificate</i></li> <li>• <i>Diploma / Advanced certificate</i></li> <li>• <i>Bachelor's degree / Advanced diploma</i></li> <li>• <i>Post graduate diploma / Bachelor's honours</i></li> <li>• <i>Master's degree</i></li> <li>• <i>Doctoral degree</i></li> </ul> | As per notional hours associated with learning. 1 CPD is equivalent to 1 notional hour based on PM related content                              | 15                       |
|                 | Successful completion of training programmes** in fields related to core functions of PPPM.  | Detailed upon course review. As per notional hours associated with learning. 1 CPD is equivalent to 1 notional hour based on PM related content | 15                       |
|                 | Attendance of knowledge events offered by PMSA and where PMSA validation codes have been issued: <ul style="list-style-type: none"> <li>• <i>Branch presentations</i></li> <li>• <i>Industry forum events</i></li> <li>• <i>Special interest groups</i></li> </ul>   | One CPD point per hour of activity related to PM content.   | 10                       |

|                      |  |  |                    |
|----------------------|--|--|--------------------|
|                      | <ul style="list-style-type: none"> <li>Workshops</li> <li>Seminars</li> <li>Conferences</li> </ul>   |  |                    |
|                      | Attendance of conferences and seminars where PMSA validation codes have not been issued: <ul style="list-style-type: none"> <li>Branch presentations</li> <li>Industry forum events</li> <li>Special interest groups</li> <li>Workshops</li> <li>Seminars</li> <li>Conferences</li> </ul>  | Reviewed / Validated on application. One CPD point per hour of activity related to PM content.   | 5                  |
|                      | Answering an online quiz based on a PMSA knowledge resource e.g. document, video or event.   | Varies according to activity   | 10                 |
|                      | Other: Activities considered consistent with this category description but not detailed above. This activity must be motivated by the member, not the entity offering the activity.  | Reviewed / Validated on application  | 5                  |
| <b>ANNUAL TARGET</b> |  |  | <b>15</b><br>(/30) |
| <b>PERVASIVE</b>     | Work as a project practitioner   | 0.5 points per month   | 5                  |
|                      | Volunteering on PMSA Leadership structures: <ul style="list-style-type: none"> <li>National / Branch / Interest Group executive committee</li> <li>Board of Directors</li> <li>Working committees</li> <li>Conference committee</li> <li>Awards adjudication panel</li> <li>Volunteer participation in grading or review panels</li> <li>Serving as peer reviewer of conference presentation submissions (industry)</li> <li>Serving as peer reviewer of academic submissions to PMSA biennial conference</li> </ul> | One CPD point per hour of activity<br><br>PMSA branch leaders, sub-committee leaders and governance committee members can claim the maximum allowable points for each year that their position is held. By way of a signed statement leaders in turn verify the number of hours contributed by individual members of their committee(s). | 15                 |
|                      | Uncompensated presentation at PMSA event (member's event, Biennial Conference, Regional Conference or seminar / workshop / symposium)  | 5 CPD points per activity  | 10                 |
|                      | Submission of peer reviewed academic presentation at National Biennial Conference  | 6 CPD points   | 5                  |
|                      | Contributions of content to a PMSA knowledge resource (white paper, web content, case study etc) (per 500 words)   | 2 CPD points   | 4                  |
|                      | Volunteer contributions to national or global standards committees   | 1 CPD point per hour of activity   | 10                 |
|                      | Other: Activities considered consistent with this category description but not detailed above. This activity must be motivated by the member, not the entity offering the activity.  | Reviewed / Validated on application  | 5                  |
| <b>ANNUAL TARGET</b> |  |  | <b>15</b><br>(/30) |
| <b>PUBLIC</b>        | Volunteering as a mentor as part of a formal mentoring relationship*** (outside of work duties)  | 0.5 CPD points per hour of documented activity   | 5                  |
|                      | Volunteering PPPM knowledge, skills or expertise to a charitable project   | 0.5 CPD points per hour of documented activity   | 5                  |
|                      | Other: Activities considered consistent with this category description but not detailed above. This activity must be motivated by the member, not the entity offering / facilitating the activity.   | Reviewed / Validated on application  | 5                  |
| <b>ANNUAL TARGET</b> |  |  | <b>5</b><br>(/30)  |

## Table 1.2 –CPD activities and relevant point allocation

\*Public and private higher education institutions

\*\*PMSA Recognised Education and Training Providers which have been granted recognition for specific courses (Ref: PMSA RETP Programme 2013).

\*\*\* A formal mentoring programme is one where the mentor / mentee relationship has been negotiated and documented in terms of engagement, goal setting and regular reporting.

## GUIDE TO RECORDING YOUR CPD ACTIVITIES & CPD JOURNAL

To support your professional development journey and for ease of use the PMSA CPD Journal acts as a central repository for your CPD activity and as a convenient tool to submit your records.

Recording your CPD activity is done through your member profile. Simply log in and follow the steps below.

1. On the right-hand rail select 'Manage Profile'
2. On the main page under 'Content & Features' select 'Professional Development'
3. On this page you can view upcoming claimable PMSA CPD activities as well as your 'Journal Entries' of CPD activities that have either been automatically allocated to you (in the case of PMSA events, surveys / quizzes) or that you have added.
4. To add an entry, click on the 'Add Entry' icon
5. Select your designation level from the 'Certification / Program' drop-down list
6. Select the type of credit you are recording from the 'Credit Type' drop-down list. These are the claimable activities detailed in the PMSA CPD framework.
7. Provide the date the activity took place in the field 'Entry date'
8. Describe the activity in the field 'Description'
9. Enter the number of CPD points you are claiming for the activity in the field 'Credits'
10. In the field 'Credits Expire' set the expiry date to 1 year from the date that the activity took place
11. Upload any proof of participation / completion of the activity using the 'Attachments' function
12. Click 'Submit'
13. Repeat the steps above for each activity you would like to record

At the end of your one-year designation cycle is renewed provided you comply with the following retention criteria:

1. Adherence to the PMSA Code of Ethics and Professional Conduct
2. Gathering of the required number of points through the relevant activities as stipulated in the PMSA CPD Framework at the time of renewal.
3. Payment of a designation renewal fee of R3850 incl. VAT will apply on renewal of your designation at the end of the one-year period. *All prices are subject to change.*

Professionals understand that managing their career through professional development gives them the leading edge as qualified practitioners committed to the continuous growth of their skill sets and knowledge. As a SAQA-recognised professional association PMSA is proud to be a role player in your journey.

## Need assistance?

We're here to help. Please feel free to contact us by email at [admin@projectmanagement.org.za](mailto:admin@projectmanagement.org.za) / [support@projectmanagement.org.za](mailto:support@projectmanagement.org.za) Tel: 011-593-2072/3 Website: [www.projectmanagement.org.za](http://www.projectmanagement.org.za)