

SACE is looking for committed, passionate and talented individual to enhance its dynamic team; as such we are inviting, applications for the vacant position:

<b>Positions</b>	<b>Salary Range</b>
1.Assistant Manager : Policy and Research	Attractive

The following fringe benefits are offered for abovementioned positions.

- Housing Allowance;
- Medical Allowance;
- Pension
- UIF,
- Bonus

## **DIVISION: Policy and Research**

### **1.1. Assistant Manager : Policy and Research**

**A suitable candidate to the position of an Assistant Manager Policy and Research will have the following competencies:**

- At least a university degree, but preferably an Honours qualification or equivalent;
- Demonstrable knowledge and understanding of research;
- Proficiency in the methods of information acquisition, including online sources and initiative in identifying new sources of information as they become necessary and/or available.
- Ability to organize and manage a diverse range of assignments and projects with high efficiency, yet thorough attention to detail and follow through.
- Strong communication skills, both oral and written.
- Resourceful and independent but comfortable working within the framework of an integrated research programme and team-oriented environment.
- Ability to adjust to changing priorities and meet deadlines.
- Familiarity and appreciation of the mission, purpose and values of SACE and its responsiveness to the educational and research requirements of a sophisticated and ever-changing policy environment.
- Demonstrate competence in a variety of computer applications, including database, spreadsheet and word processing programs.
- Ability to handle sensitive and confidential information appropriately and with discretion.
- Be proactive in anticipating and seeking out information related to the immediate priorities of SACE.

**The role of the Assistant Manager will be to assist the Policy and Research Manager in executing his/her responsibilities. The Assistant Manager will be responsible for:**

- Implementing SACE's research agenda.
- Maintaining a database of research agencies, NGOs, institutions and individuals involved in educational research, as well as databases of relevant available research.
- Prioritising research activities.
- Drafting terms of reference for commissioning or outsourcing identified research projects.
- Go through research reports and edit them.
- Make tabular formats, fact sheets, graphs and reports on completed research reports in order to summarise them.
- Take care of the follow up after a commissioned research study has been conducted.
- Assist the manager in implementing and managing the SACE Planning Frameworks (for strategic and annual performance plans, managing performance information, monitoring and evaluation and others)

Application should be in the form of a formal letter, curriculum vitae and certified copies of qualifications and identity document should be directed to: The Chief Executive Officer, South Council African for Educators (SACE), Private Bag x 127 CENTURION 0046. Closing date for applications is Tuesday, 31 JANUARY 2012. Direct your Queries to Mary Chauke: 012 663 0429