



The South African Council for Educators (SACE) is a professional council for educators that aims to enhance the status of the teaching profession through appropriate Registration, management of Professional Development and inculcation of a Code of Ethics for all educators. SACE is looking for committed, passionate and talented individuals to enhance its dynamic team and as such, we are inviting applications for the following vacant position. **The Council also offers the following benefits:**

Housing Allowance, Medical Aid Allowance, Pension, UIF, and 13th Cheque.

1. Position: SACE Provincial Head – Free State x 1 (This post is re-advertised, all applicants who previously applied for the post may not re-apply)
(5-year contract)
Centre-Bloemfontein
Salary: R 862 265 per annum (All inclusive)
Salary band: D1

Qualifications, Skills and Experience

- Matric Certificate, an appropriate three -year degree (in education qualification)
- Three years' relevant experience, preferably in Education.
- Computer Literacy, Research, Policy development, Communication, English writing, Networking and Facilitation.
- Sporadic travelling when required
- Excellent verbal and written communication skills

Key areas of responsibility

- 1.1 Manage the Provincial Office and provide leadership, direction, support and advice to the Provincial Office.
- 1.2 Develop the strategic and annual performance plan for the Provincial Office.
- 1.3. Manage the development of the operational plan for the Provincial Office in line with the strategic and annual performance plan of the Council.
- 1.4 Manage, monitor, evaluate and report on the implementation of the Province's operational plan, taking corrective actions where necessary.

1.5 Measure and monitor the achievement of strategic objectives of the Council within the Province and take corrective actions where necessary.

1.6 Responsible for the management of the budget of the Provincial Office and ensure that expenditure is in line with budget requirements

1.7 Oversee and manage the human resources within the Provincial office in an efficient and effective manner.

1.8 Plan, organize and control activities and resources pertaining to the proper and effective functioning of the Provincial Office.

1.9 Ensure good governance within the Province in line with relevant legislation, regulations and policies.

1.10 Oversee and ensure the implementation of all relevant policies, processes, procedures and tools, applicable to the Provincial Office and monitor implementation thereof.

1.11 Report on the activities of the Provincial Office to relevant stakeholders in line with requirements

1.12 Oversee and ensure the effective implementation of the complaints handling processes, systems and procedures within the Provincial Office

1.13 Provide input, upon request, regarding the finalization of national MOUs and to ensure implementation of those MOUs within the Province.

1.14 Ensure the maintenance of a proper and effective statistical reporting system for complaints within the

Provincial Office

1.15 Monitor compliance to service level agreements with regards to corporate support services provided to the Provincial Offices.

1.16 Manage the provision of facilities management services within the Provincial Office.

1.17 Monitor compliance to service level agreements with regards to corporate support services provided to the Provincial Offices.

1.18 Manage the assets within the Provincial Office in line with the PFMA, Treasury regulations and SACE policies

1.19 Manage the provision of records management/ archiving support services within the province

1.20 Manage the provision of administrative support services to the provincial office.

1.21 Build the profile and image of the Council and effectively communicate the vision and objectives of the Council.

Posts advertised herein, are declared to be Employment Equity Posts and all designated people are encouraged to apply. SACE Employment Equity Policy will apply.

Send your completed SACE Employment Application Form (Download : [Microsoft Word - Application Form.doc \(sace.org.za\)](#)) , accompanied by a comprehensive CV, and certified copies of ID and qualifications. Late and incomplete applications will not be considered. Applicant should declare their criminal status and misconducts from previous employers if applicable. Applicants will be subjected to Police/ Security clearance and further reference checks. All copies should be certified not older than 6 months. SACE Employment Application can be obtained on our website www.sace.org.za. No application should be sent through the Post Office.

Applications should be emailed to recruitment@sace.org.za (Reference should in the subject line, is the position applied for), hand delivered or Courier to Human Resource Unit, SACE Building Block 1,240 Lenchen Avenue, (Corner Jean) Centurion. Correspondence is limited to short-listed applicants. Closing date for applications is the **16 December 2022**. Direct your Queries to Mary Chauke: 012 663 0429 or Motsatsi Makgoba: 012 663 0423.

