



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 positions. **The Council also offers the following benefits:**

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

**1. Position: Assistant Manager: Policy and Research x1**

**Basic Salary: R331 541 per annum and benefits**

**Salary Band C3**

**Qualifications, Skills and Experience**

- A Post-Graduate Degree in Education/Social Science; Demonstrable knowledge and understanding of social science 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; Knowledge and application of Strategic Planning, Monitoring and Evaluation Frameworks; Strong communication skills, both oral and written; Good analytical and problem-solving skills; 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 Manager in executing his/her responsibilities. The Assistant Manager will be responsible for:**

- Assisting in managing the Policy and Research Sub-Division; Developing, Implementing and Reviewing SACE's research policy and agenda; Conducting Research, Policy Briefs and Advisory Papers on behalf of SACE; Drafting terms of reference for commissioning or outsourcing identified research projects; Developing and Implement the Research Dissemination Strategy and Plan;
- Assessing organisational performance reports to determine progress and recommend improvement areas.
- Verification and validation of organisational performance information.
- Develop tools and methodologies to enhance reporting and management of performance information.
- Assist with the coordination of Strategic Planning processes
- Analyse research reports and edit them; Making 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; Maintaining a database of research agencies, NGOs, institutions and individuals involved in educational research, as well as databases of relevant available research; Establishing and maintain relations with various research organisations, and units in SACE stakeholders' offices; Establishing and assist in managing the SACE internal Resource Centre and Virtual Library for Teachers; Organising the Policy and Research Seminars and Conferences; Coordinating the SACE Professional Magazine Developing the Policy and Research Sub-Division Plans and Reports (Monthly, Quarterly, Annually) and any other SACE duties.

**2. Position. Provincial Admin Officers - SACE KZN-Durban Office X2, SACE Free State - Bloemfontein Office X1, SACE Limpopo – Polokwane Office X1**

**(5 years contract)**

**Basic Salary: R198 329 per annum and benefits**

**Salary Band: B4**

**Requirements, Skills and Experience**

- Matric Certificate, Diploma/Degree in Office Management/Public Administration/Management
- 1-year relevant experience
- Ability to speak two or three South African Languages
- Interpersonal and Communications skills
- Good Computer Knowledge, Microsoft Application suite
- Sporadic travelling when required

**Key areas of responsibilities**

**2.1. Registration administration**

- Process registration and scanning of processed batches to head office;
- Check application against registration requirements;
- Verifies amounts deposited into SACE bank account;
- Capture the form into the system;
- Issue a coded Provisional certificate;
- Batch the forms to Head Office for authorisation;
- -Issue Re-Prints and Renewals;
- Verifies the amount required for registration;
- Oversee all applications which do not meet registration requirements and verify with Provincial Head;
- Verifies captured forms before release to Provincial Head;
- Searches educators' registration status, details, etc.- Monitors the work of registration.

**2.2. Maintenance of registers**

- Maintain register of all walk-in educators;
- Maintain register of all certificates collected by educators;
- Keep register of all reported Ethics cases updated;
- Refer all reported Ethics cases to the Head office for processing.

**2.3. Handling of queries**

- Resolution of educator queries incoming;
- Attends to enquiries regarding registration of educators. (postage and walk-ins);
- Handles correspondence, information and reports related to registration of educators;
- Maintenance of the principles of Batho-Pele; and
- Assist public to report cases

#### **2.4. Promoting of PD and CPTD**

- Assist educators with sign-ups;
- Handling of all PD and CPTD queries; and
- Provide resource materials to educators to enhance their development.

#### **2.5 General Administration**

- Report all maintenance issues to the Provincial Head; and
- Arrange meetings with relevant stakeholders.

#### **2.6. Reporting**

- Assists the Provincial Head with reports; and
- Any occasional duties that may be assigned by the Provincial Head to facilitate the smooth running of SACE provincial office.

### **3. Position: CPTD Data Capturer Officer x1**

**(5-year contract)**

**Basic Salary: R198 329 per annum and benefits**

**Salary band: B4**

#### **Qualifications, Skills and Experience**

- Matric Certificate, Diploma in Administration or related field
- Three years' experience of working as a Data Capturer
- Ability to supervise people
- Knowledge of MS Office (Word, Power Point, Excel, Database)
- Excellent verbal and written communication skills
- Good Human relations and team work
- Typing speed of 60 words per minute

#### **Key areas of responsibility**

##### **Data Capturer Officer will be responsible for:**

- Supervising the data capturers
- Checking for accuracy and reasonability of captured data and follow up with the appropriate sources if necessary.
- Ensuring data corrections and/or obtaining missing data in individual educator, school, provider, and evaluator records.
- Ensuring identification and consolidation of duplicate files and records, in both electronic and manual files.
- Ensuring that weekly/monthly/quarterly statistical reports are submitted regularly and timeously to the Senior Manager.
- Assisting management in the Division with the compilation of monthly, quarterly and annual reports and provides assistance with projections and other required reports.
- Assisting in conducting data verification quality audits on a regular basis and ensure correction of errors

- Undertaking any other functions as assigned by the supervisor.

**PLEASE NOTE:** Short-listed candidates will be subjected to a competency assessment.

**4.Position: SACE Provincial Heads - SACE KZN-Durban Office X1, SACE Free State-Bloemfontein Office X1, Limpopo-Polokwane Office X1**

**(5-year contract)**

**Salary: R734 350 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
- Ability to speak two to three languages
- Sporadic travelling when required
- Excellent verbal and written communication skills

#### **Key areas of responsibility**

4.1 Manage the Provincial Office and provide leadership, direction, support and advice to the Provincial Office.

4.2 Develop the strategic and annual performance plan for the Provincial Office.

4.3. Manage the development of the operational plan for the Provincial Office in line with the strategic and annual performance plan of the Council.

4.4 Manage, monitor, evaluate and report on the implementation of the Province's operational plan, taking corrective actions where necessary.

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

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

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

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

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

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

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

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

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

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

Provincial Office

4.15 Monitor compliance to service level agreements with regards to corporate support services provided to the

Provincial Offices.

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

4.17 Monitor compliance to service level agreements with regards to corporate support services provided to the

Provincial Offices.

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

4.19 Manage the provision of records management/ archiving support services within the Province

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

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

**5.Position: SACE Provincial General Assistant (SACE KZN-Durban Office X1, SACE Free State - Bloemfontein Office X1, SACE Limpopo – Polokwane Office X1)  
(5-year contract)**

**Basic Salary: R121 207 per annum and benefits**

**Salary band: A1**

**Qualifications, Skills and Experience**

- Grade 10
- One-year relevant experience
- Ability to work in team and maintain good interpersonal relationship
- Ability to use modern office equipment
- Ability to learn quickly and to understand and follow simple written and oral direction

**Key areas of responsibility**

**5.1 Cleaning of SACE office's**

- Clean and create an orderly environment
- Ensure that the boardrooms, offices, kitchens are clean and tidy.
- Empty waste bags, provide and change waste bags.
- Load and offload of goods.
- Dusting of hard surfaces.
- Cleaning of toilets and floors
- Cleaning of building windows, inside and out.
- Washing of dishes

**5.2 Operate cleaning machines**

- Operate cleaning machinery

**5.3 Preparing of refreshments for Meetings**

- Prepare tea and other refreshments for meetings

**5.4 Administrative duties**

Perform reception duties;

- Perform filing duties;
- Answer telephonic calls;
- Do reprographic work including duplicating, collating, stapling and scanning;
- Assist with the preparation of work areas and documents/folders for meetings;
- Collect and distribute stationery and office supplies as required; and
- Prepare and serve refreshments when required.

## **6.Position. Internal Auditor Technician \Clerk x1**

**Basic Salary: R246 408 per annum and benefits**

**Salary Band: C1**

### **Requirements, Skills and Experience**

- Matric Certificate, Diploma/Degree in Internal Auditor and Studying toward certified Audit (CIA)
- 1-year relevant experience in Internal Auditing field
- Good presentation skills, excellent written and verbal communication skills, Computer Literacy, Good knowledge of MS Office and computer
- Knowledge of public finance Act,1999
- Good interpersonal relation and organisational skills, ability to coordinate communications activities

### **Key Performance Areas of Responsibility**

- Performance of basic risk assessment and control analysis;
  - Evaluation of financial, operational and legislative risks;
  - Execution of the audit plans and audit work programs based on the risk assessment process in order to provide assurance on the organization's governance, risk management and controls;
  - Execution of the work program as per requirements set in order to evaluate the effective and efficiency of internal control;
  - Preparation of audit findings and recommendations;
  - Follow up on management actions in response to the internal audit reports;
  - Evaluation of internal financial and operational control systems;
- Building and maintaining professional relationships with management in the organisation via regular liaison to address concerns, audit findings, recommendations and other pertinent matters;



## **7.Position. Payroll Officer x1**

**Basic Salary: R198 329 per annum and benefits**

**Salary Band: B4**

### **Requirements, Skills and Experience**

- Matric Certificate with bookkeeping or Accounting, An appropriate Degree\Diploma in Administration or Commerce with appropriate subjects
- 1-3 years relevant experience, Verbal and written communication skills, Interpersonal Skills
- Computer Skills, Pastel accounting systems, Finance accounting skills
- Ability to be discreet regarding confidential matters

### **Key Performance Areas of Responsibility**

#### **7.1. Payroll Administration**

- End to end processing of monthly payroll
- Maintaining payroll system and updating payroll records
- Maintaining leave and overtime reports, interpreting awards and contracts in relation to employee appointments and performance
- Undertaking required reporting, both internal and Statutory reporting ie SARS, Compensation commissioner
- Payroll Administration e.g filling, setting up new employees
- Calculation and payment of termination payments. Processing increases and calculation of backpay
- Assisting the Assistant Manager with month end consolidation, reconciliation and payment of pay and Tax, Reconciling payroll related GL accounts, Calculating annual leave and bonus provision

#### **7.2. Data Capturing**

- Capturing of leaves and liaising with HR to manage pay related queries
- Capturing payroll related monthly journals

## **8.Position. Finance Officer-Bookkeeping x1**

**Basic Salary: R198 329 per annum and benefits**

**Salary Band: B4**

### **Requirements, Skills and Experience**

- Matric Certificate with bookkeeping or Accounting, An appropriate Degree\Diploma in Administration or Commerce with appropriate subjects

- 1-3 years relevant experience, Verbal and written communication skills, Interpersonal skills
- Computer Skills, Pastel accounting systems, Finance accounting skills
- Ability to be discreet regarding confidential matters

### **Key Performance Areas of Responsibility**

#### **8.1 Payment administration**

Timeous payment of all third-party payments.

- Daily payments of reconciled suppliers
- Check captured accounting data before updating
- Check all payment requisitions against supporting documents.
- Check general ledger accounts allocations daily
- Accurately processing salary payments monthly
- Daily cashbook processing
- Payment of all travel claims and subsistence allowances
- Any occasional duties that may be assigned by the Finance Manager/ Assistant to facilitate the smooth running of SACE.

#### **8.2 Creditors Management**

- Prepare reconciliation of supplier/creditor accounts before payment.
- Monthly reconcile creditors age analysis.

### **9. Position: Manager Teacher Professionalisationx1**

**R734 350 per annum (All inclusive)**

**Salary band: D1**

**Qualification:** Matric, NQF Level 8 Educational qualification. Specialisation in the field of Teacher Education and Development will be an added advantage.

**Experience:** Three years in middle management. 5 years will be an added advantage.

#### **Skills and Knowledge Requirements**

- Social Science research background and skills
- Data Analysis skills and Sound Knowledge of MS Office

- Excellent Communication skills, Project Management skills, Organisational Skills, Good Human Relations
- Sound knowledge of the South African education landscape, teaching profession, stakeholders and key role players
- Sound Knowledge of legislation and policies in the Education and Teacher Education and Development field in particular.

### **Roles and Responsibilities**

- Management of the Teacher Professionalisation Division
- Manage the implementation and monitoring and evaluation of the Teacher Professionalisation Programme
- Manage the SACE professional recognition status in collaboration with SAQA
- Develop, implement and review the teacher professionalisation policy for the the teaching profession
- Develop and implement the teacher professional designations in consultation with the relevant stakeholders
- Assist with the process of refining the teacher professionalisation model, from time to time, on the basis of implementation feedback
- Work collaboratively with the DBE, Provincial Education Departments and other employers on the teacher induction programme, assessment of portfolios and full registration status
- Develop, implement and review the Professional Standards for the teaching profession
- Monitor and Evaluate the professional standards implementation process
- Advocate and communicate the teacher professionalisation programme and professional standards
- Develop the Strategic Plan, Annual Performance Plan, and Operational Plan for the Teacher Professionalisation Division
- Monitor and control the Division's budget
- Produce monthly, quarterly, and annual reports on the teacher Professionalisation Programme
- Support on the SACE Divisions and Council Committees of the Teacher Professionalisation matters.

### **10.Position: CPTD Provincial Coordinator x1 -North West**

**(5 years contract)**

**Basic Salary: R331 541 per annum and benefits**

**Salary Band: C3**

Selected individuals will be offered training before they commence with duties. You will be required to report to SACE Provincial Office if\when an Office exist in addition to Liaising with the Operational Manager at SACE Head Office.

## **Requirements, Skills and experience**

- REQUIREMENTS: ●A recognised and appropriate three-year post matriculation or equivalent educational qualification at degree level ●At least five (5) years' experience at Managerial level or managerial experience in the education system ●Extensive knowledge of the South African Education System ●Knowledge and understanding of the CPTD Management System ●Ability to monitor and evaluate the implementation of the CPTD Management System in the province and produce the necessary reports ●Experience in the supervision of educators (school/office-based) ● Knowledge of the National Policy Framework on Teacher Education and Development in South Africa (2007), Integrated Strategic Plan for Teacher Education and Development in South Africa (2011), and the CPTD System Handbook ●Knowledge of other relevant education policies and legislation ●Strong verbal and written communication as well as computer skills are essential ●Willingness to work extensive hours and to travel ●A valid driver's licence ●Own transport and computer with electronic mail facilities ●Passion for making a positive contribution to South African education.
- The SACE CPTD Coordinators should take the lead in coordinating and implementing the CPTD system at provincial level with the support of the PEDs. Under the supervision of SACE, they will specifically:

### **Key areas of responsibilities:**

- Work collaboratively with Provincial and District officials and school management teams in implementing the CPTD Management system in the province ● Produce annual, quarterly, and monthly CPTD Management System plans and reports for the province ● Monitor the implementation of the CPTD management system in the province in line with the SACE CPTD System Monitoring and Evaluation Framework and Instruments ● Handle all CPTD-related enquiries from schools, educators and providers ● Coordinate provincial stakeholder meetings ● Write, edit and analyse reports and make recommendations for further improvement and development ●Provide guidance and support where necessary ● Provide advice on available SACE Approved Providers and Endorsed Professional Development Activities .

## **11. Position: Helpdesk/ Call Centre Agent x1**

**Basic Salary: R159 531 per annum excluding benefits**

**Salary Band B2**

The Council also offers the following benefits:

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

## **Qualifications, Skills and Experience**

- Matric Certificate, Call Centre Certificate will be an added advantage

- Three years relevant call centre experience
- Computer literacy, good knowledge of MS Office
- Communication skills, good interpersonal Relations and organisational skills

### **Key areas of responsibility**

#### **Query resolution**

- Resolve all telephonic queries within an acceptable time.
- Liaise with relevant department/managers, i.e. Registration or Finance department, where necessary, to ensure effective query resolution.
- Provide timeous feedback to educators with regards to their queries.

#### **Administration**

- Assist the Helpdesk/Call Centre Senior Operator with preparation of reports and submission of information as required by the Manager.
- Any occasional duties that may be assigned by the Helpdesk/Call Centre Senior Operator to facilitate the smooth running of SACE.

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### **SACE INTERNSHIP PROGRAMME 2019/2020**

The South African Council for Educators is inviting suitable graduates who have completed their studies at Institution of Higher Learning and student who require experiential training to obtain their qualification to participate in an Internship Programme.

The duration of programme is **twelve months**, with effect from the date of appointment.

Interested and qualifying graduates that are currently unemployed and are invited to apply for those positions that are based in Centurion Office and 2 KZN Office. Successful candidates will receive a stipend of R5000.00 per month.

<b>Field of Exposure</b>	<b>Qualification</b>	<b>Reference no.</b>	<b>Number of Intern</b>
Planning and Reporting	Matric, Degree/Diploma/Certificate in Management Assistant/Office Management/Public Administration/Management. Computer Literacy	PR001	02
CPTD Data Capturer Intern	Matric, Degree / Diploma/Certificate in Management Assistant/ Office Management/Public Administration. Computer Literacy	CPTD 003	05
Registration Administration	Matric, Degree / Diploma/Certificate in Management Assistant/ Office Management/Public	REG004	05

	Administration. Computer Literacy		
KZN Provincial Office	Matric, Degree / Diploma/Certificate in Management Assistant/ Office Management/Public Administration. Computer Literacy	KZN 005	02
Human Resource	Matric, Degree/Diploma/Certificate in Human Resource Management/Labour Relations/Public Management	HR006	01
Corporate Services	Matric, Degree / Diploma/Certificate in Management Assistant/ Office Management/Public Administration. Computer Literacy	CS007	01

Send your application letter for the position applied for, accompanied by a comprehensive CV, and certified copies of ID and qualifications. Please forward your application, to the Human Resource Unit: Private Bag X127, CENTURION, 0046 or hand deliver to: The Human Resource Unit, SACE Building, 240 Lenchen Avenue (corner Jean Avenue) CENTURION. Correspondence is limited to short-listed applicants. Closing date for applications is the 22 March 2019. Direct your Queries to Mary Chauke: 012 663 0429 or Mpho Moloi: 012 663 0422.

**NB. NO FAXED or E - MAILED APPLICATIONS WILL BE ACCEPTED AND NO Z83 FORM.**