



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:

1.Position: Manager – Planning, Monitoring & Evaluation, Reporting and Research x1

Annual total Package: R773 271 (ALL INCLUSIVE) Salary Band D1

The Package comprises of following: basic salary, Housing Allowance, Medical Aid Allowance, Pension, UIF, and 13th Cheque.

Qualifications and Experience

- Matric Certificate, Degree/Diploma at NQF Level 7 or above, in Public Management
- Post graduate degree in the field of Public Management will serve as an added advantage
- Five years' experience of which 3 years should be at Managerial Level will be an added advantage
- Advanced Computer skills, particularly Microsoft Office suite applications

REQUIREMENTS

- In-depth knowledge and understanding of the National Development Plan, Medium Term Strategic Framework; Strategic Planning & Annual Performance Planning Processes and Frameworks; Government-wide Monitoring and Evaluation Frameworks, Performance Information Framework, and National Evaluation Policy
- Knowledge of Educational Policies and Public Audit Act regarding Performance Information reporting
- Understanding of public entities Planning and Reporting cycle and processes
- Management and Coordination skills
- Strong analytical skills, including expertise in analysis of data
- Knowledge of evidence-based planning and reporting
- Good Communication skills

KEY AREAS OF RESPONSIBILITIES

- Manage the Planning, Monitoring and Evaluation, Reporting and Research Division;
- Conceptualise, design and implement planning, monitoring and evaluation and research programmes and activities;

- Manage the verification processes of reported performance information quarterly and annually for internal and external reporting purposes, as well as, for auditing in order to reduce the risk adverse of adverse opinion;
 - Manage the compilation of performance information reports on a quarterly and annual basis;
 - Report Programme Performance Information quarterly and annually, to all the SACE Council Committees, and relevant government Departments;
 - Coordinate, facilitate and supervise the development of the organisation's five-year strategic, annual performance and operational plans in line with the relevant national frameworks;
 - Support and capacitate all the Divisions and Committees with the Planning, Monitoring and Evaluation, Reporting and Research Activities;
 - Facilitate the process of reviewing the organisation's strategic, annual and operational plans;
 - Develop and implement the organisation's monitoring and evaluation framework, plans, and tools' in line with the relevant public entities frameworks and policies;
 - Produce the organisation's monitoring and evaluation reports;
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- Develop and implement the SACE research agenda;
 - Conduct research in line with the SACE research Agenda and Policy;
 - Develop and implement the SACE Research Dissemination Strategy;
 - Develop and implement processes to advice the Ministers of Education and Higher Education and Training, Council and the profession on broader educational matters and teacher education and development specifically;
 - Establish and manage the SACE Resource Centre;
 - Develop the SACE Virtual Library for Teachers; and
 - Coordinate and manage activities in the CEO's Office, including planning and reporting for this office.

2. Position: CPTD Assistant Manager (Provinces and Members) x1

Basic Salary: R354 749 per annum and benefits

Salary Band C3

Qualifications, Skills and Experience

- Matric, and appropriate three -years degree
- Computer Literacy, Research, Policy Development, English writing, Networking and Facilitation
- Interpersonal Skills and Communication Skills
- 3 years relevant experience, preferably in the field of training and development within the Education sector
- Managerial Skills

KEY AREAS OF RESPONSIBILITY

2.1. Provincial Coordination

- Work collaboratively with the Provincial Education Department and stakeholders in coordinating, managing and facilitating the CPTD management system at provincial, district, and school level.
- Assist with the process of developing and reviewing professional development training and support material.
- Assist the Professional Development Manager in managing educator training and development activities within the Sub- Division.
- Assist the Manager in consolidating the National & Provincial Orientation and Sign Up plan.
- Supervise, develop and provide ongoing support to the SACE resource persons and training officers.

2.2. Member Support

- To advise and support members / educators and stakeholders on CPTD related matters.
- To solicit members views / feedback about the usefulness of the PD activities.
- Providing educators with information on endorsed PD activities available on the database, points earned, and any other information they may want to know.
- Receive and Analyse the Manual PD points received and provide advice and support to teachers and Stakeholders.
- Attend to educators' queries and enquiries and provide support and advice.
- Provide support to teachers at the CPTD Self service centre.

2.3. Programmes

- Participate in the national and provincial educational structures that deals with educational matters related to the activities of the PD Programmes sub-division.

2.4. External Awareness

- Attending stakeholders conferences, meetings to advocate the CPTD Management System and Implementation.

2.5. Functional Activities

- Provide any occasional duties that may be assigned by the PD Manager to facilitate the smooth running of SACE.
- Participating and attending stakeholder conferences, meetings to advocate the CPTD Management system.
- Assisting with the compilation of the monthly reports.

3.Position: Finance Clerk (Bookkeeping) x1

Basic Salary: R170 698 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, Diploma/ degree in Administration /Commerce
- 1years relevant experience
- Computer literate, Pastel Accounting and other Accounting systems will be an added advantage
- Good communication skills, interpersonal skills

KEY AREAS OF RESPONSIBILITY

3.1 Payment administration

- Check, verify and capture local and international travelling claims/advances on Nedbank system
- Identify fruitless and wasteful expenditure and follow-up with the account owner on resettlement
- Handle all correspondences with regard to claims, advances and payments receipts
- Maintain a register of all subsistence and travel claims
- Capture suppliers' payments on the Nedbank system
- Any occasional duties that may be assigned by the Finance Manager/ Assistant to facilitate the smooth running of SACE

3.2 Creditors management

- Ensure that suppliers are paid within 30 days.

4.Position: Professional Development Admin Clerk x1
Basic Salary: R170 698 per annum and benefits
Salary Band B2

Qualifications, Skills and Experience

- Matric Certificate, Diploma in Office Administration or equivalent Office administrative qualification.
- Microsoft Office – Excel, Power-Point & Word.
- Report Writing Skills
- Administrative Skills
- Communication Skills
- Interpersonal Skills.
- year Experience as Admin Clerk or Personal Assistant.
- Knowledge in Report Writing and filing Skills.

KEY AREAS OF RESPONSIBILITY

4.1 Duties

- Provide administrative and clerical support to the Provinces and Members sub-division in the Professional Development.
- Filing and retrieving documents, correspondence and forms in the sub-division.
- Respond to the educators' queries received through telephone, email, fax and the CPTD CRM System on a daily basis.
- Support teachers in utilizing the CPTD Self-service portal maximally through the CPTD self-service walk-in centre and telephonically.
- Arrangements of the internal and external meetings, seminars, conferences and related packs.
- Printing out and distributing documents.
- Assist with sending documents and packs to the provinces.

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 signed 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 **18 September 2020**. Direct your Queries to Mary Chauke: 012 663 0429 (mary.muhtarhi@sace.org.za) or Mpho Moloi: 012 663 0422 (mpho.moloi@sace.org.za)

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