



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:

**SACE Offer the following benefits Housing Allowance, Medical Aid Allowance, Pension, UIF, and 13th Cheque.**

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

**Basic Salary: R354 749 per annum and benefits**

**Salary Band C3**

**Qualifications and Experience**

- Matric Certificate, Degree/Diploma at NQF Level 7 or above, in Public Management
- Three years' experience in the fields of Planning and / or Monitoring and Evaluation and Reporting
- Experience in both fields will be an added advantage

**REQUIREMENTS**

- Advanced Computer skills, particularly Microsoft Office suite applications
- 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 and experience in monitoring and evaluation tools and systems;**
- Knowledge of Educational Policies and Public Audit Act regarding Performance Information reporting
- Understanding of Public Entities Planning and Reporting cycle and processes
- Expertise in monitoring and evaluation data collection and analysis
- Knowledge of evidence-based planning and reporting
- Good Communication, presentation and reporting skills

**KEY AREAS OF RESPONSIBILITIES**

- Manage and coordinate the Planning, Monitoring and Evaluation, Reporting Sub-Division;
- Administer the Planning, Monitoring and Evaluation and Reporting activities in the Sub-Division;
- Assist and support the Manager to conceptualise, design and implement planning, monitoring and evaluation programmes and activities;

- Conduct 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 of adverse opinion;
- Assist and support the Manager in managing the compilation of performance information reports on a quarterly and annual basis;
- Assist in developing quarterly and annual Programme Performance Information reports, for all the SACE Council Committees, relevant government Departments and Portfolio committee;
- Assist the Manager to 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 all the Divisions and Committees with the Planning, Monitoring and Evaluation, and Reporting Activities;

## 2.Position: Legal Officer x1

Basic Salary: R263 656 per annum excluding benefits

Salary Band: C1

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

- Matric Certificate, an appropriate National Diploma /Degree in Law/ National Diploma in Labour Law / National Diploma in Labour Relations/Para-Legal or equivalent \*
- 1-year relevant experience acquired after obtaining qualifications Two years relevant experience acquired after obtaining qualifications is preferable.  
**The most suitable candidate must possess the following skills and competences:**
- Computer literate, Good knowledge of MS Office, Negotiation/Arbitration/Mediation /Research Skills, Litigation, Prosecution, Court Practice and alternative dispute Resolution.
- Communication skills, Interpersonal skills and Communication
- Sporadic travelling when required, \*Driver licence is compulsory
- Ability to speak two or three South African languages

#### **14.1. Assist the Ethics Manager in establishing, implementing and maintaining the Code of Professional Ethics**

- Assist in the investigating and to appear in investigations into every complaint lodged with the Council alleging a contravention of the Code of Ethics by an educator whose name appears on the register (initial investigation).
- Collate documentation, conduct research and contact witnesses in preparation for prosecuting in a complaint which the Disciplinary Committee has set down for hearing.
- Appear as a representative of Council at Disciplinary hearings of Council and to prosecute in such matters.
- Draft opposing papers for appeals and appear as a representative of Council at appeal hearings
- From time to time, mediate in complaints where disciplinary action is not necessary
- Assist the Ethics Manager in advising the Disciplinary Committee, the Executive Committee and Council with regards to the nature and extent of disciplinary measures, procedures and prescriptions that the Council can take to enforce the

Code of Ethics to ensure uniformity and consistency and to promote professional conduct.

- Assist in ensuring that Committees' decisions are implemented.
- Ensure ownership of the Code of Ethics for educators through workshops, seminars etc to ensure common understanding and professionalism,
- Assist in continuously reviewing the Code of Professional Ethics to determine its effectiveness and to ensure that it complies with generally accepted best practice in the education sector

#### **14.2. Administration**

- Ensure that up to date records of all complaints received are maintained.
- Record the actions taken by SACE to investigate matters and ensure that decisions of disciplinary panels in hearings are implemented.
- Manage subordinates in the division in the absence of the Ethics Manager.
- Assist with the provision of legal documents and conduct general research on behalf of Council to ensure that it is recognized as a leading contributor in the field of professional standards for educators.
- Assist in the drafting of contracts, opinions etc as and when required by SACE departments and relevant structures of Council
- Assist in making presentations on Acts and Procedures administered by or having relevance on the work of Council.
- Any occasional duties that may be assigned by the Head Registration and Ethics or the CEO to facilitate the smooth running of the SACE.

#### **14.3. Public Relations**

- Represent SACE on the request of the Chief Executive Officer (CEO) and Ethics Manager at internal (SACE stakeholder) and external events – i.e. media interviews, workshops, conferences, etc..
- Assist in the monitoring of newspaper reports and assist the Legal Affairs Manager in drafting responses to media enquiries and reports.

**NB. DETAILS OF THE ABOVE POSITIONS CAN BE VIEWED IN OUR WEBSITE [www.sace.org.za](http://www.sace.org.za)**

**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 covering 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 **30 September 2020**. 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.**



