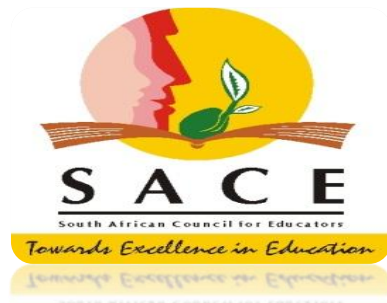




The South African Council for Educators (SACE) is a professional council for educators that aims to enhance the status of the teaching profession through appropriate Registration, management of Professional Development and inculcation of a Code of Ethics for all educators. SACE is looking for a committed,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

1. Position: 11 CPTD Provincial Coordinators – 1x Northwest, 2 x Limpopo ,3 x Kwa-Zulu Natal ,1x Gauteng, 1x Mpumalanga ,2 x Eastern Cape and 1 x Northern Cape

Basic Salary: R484 808 per annum and benefits

Salary Band: C3

Five years contract

Selected individuals will be offered training before they commence with duties. You will be required to report to SACE Provincial Office, in Provinces where SACE Office exist and also liaise with the Acting Professional Manager at SACE Head Office.

Requirements, Skills and experience

- Matric, NQF Level 7 in the field of education
- At least Three years relevant experience, preferably in the field of training and development within the education sector
- Excellent presentation and Communication Skills
- Knowledge of Microsoft Office package (Word, Power Point, Excel)
- Knowledge of the South African education system 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
- 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 and 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.

Position 2. Assistant Manager- Legal and Ethics x1

Basic Salary: R484 808 per annum and benefits

Salary Band: C3

Requirements, Skills and experience

- Matric, NQF Level 7 in the field of Law
- 3 years relevant experience acquired after obtaining the qualification
- Computer Literate, Negotiation/Arbitration/Mediation /Research/Civil Litigation/Court Practice / Alternative Dispute Resolution and correct application of the labour Law skills
- Managerial, Interpersonal and communications skills

Key area of responsibilities

2.1. Assist the Ethics Manager in establishing, implementing and maintaining the Code of Professional Ethics

- Assist in assessing every complaint received by the Council for an alleged contravention of the Code of Professional Ethics and determine whether the complaint warrants an investigation.
- Assist in investigating and appearing in investigations into every complaint lodged with the Council alleging a contravention of the Code of Professional 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.
- From time to time, mediate in complaints where disciplinary action is not necessary.
- Assist the Legal and Ethics Manager in advising the Ethics; Executive Committees 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 Professional Ethics to ensure uniformity and consistency and to promote professional conduct.
- Assist in ensuring that Ethics Committees' decisions are implemented.
- Assist in preparing opposing arguments on behalf of Council in respect of appeal lodged.
- 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.

2.2. Administration

- Drafting of investigation and/or mediation notices and/or subpoenas for witnesses and/or summons and presenting those to LED Manager and/or Head of Ethics and Professional Development for review and/or authorization.
- Gathering of evidence during an investigation and/or mediation and compiling comprehensive investigation reports.
- Compile and consolidate monthly activity plans and reports for subordinates.
- Supervise subordinates in the execution of their core functions and manage the division in the absence of the Legal and Ethics Manager.
- Assist in facilitating on Acts and Procedures administered by or having relevance on the work of Council.
- Any occasional duties that may be assigned by the CEO and HEPD to facilitate the smooth running of the SACE.

2.3 Public Relations

- Represent SACE on the request of the Chief Executive Officer (CEO); Head of Ethics and Professional Development (HEPD) and Legal 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.

3. Position: Provincial Head: Free State x 1 (5-year fixed term contract)

Basic Salary: R1,013,374 per annum (All-inclusive Package))

Salary Grade D1

Qualifications and Skills

- Matric, NQF Level 7 qualification in the field of Education.
- Computer, Research, Policy Development, Communication, English Writing, Networking, Facilitation.
- 3 years relevant experience, preferably in the field of training and development within the education sector.
- Managerial, Interpersonal, Sporadic travelling when required, Communications skills – verbal writing, Product knowledge, Using information systems.
- Motivating others, Leadership skills, Attention to detail, Problem Solving.
- Planning skills, People Management, Time Management, developing others, Decision Making, Delegating. Job key responsibilities
- Manage the Provincial Office and provide leadership, direction, support and advice to the Provincial Office.
- Develop the strategic and annual performance plan for the Provincial Office.

Job key responsibilities

- Manage the development of the operational plan for the Provincial Office in line with the strategic and annual performance plan of the Council.
- Manage, monitor, evaluate and report on the implementation of the Province's operational plan, taking corrective actions where necessary.
- Measure and monitor the achievement of strategic objectives of the Council within the Province and take corrective actions where necessary.
- Responsible for the management of the budget of the Provincial Office and ensure that expenditure is in line with budget requirements.

- Oversee and manage the human resources within the Provincial office in an efficient and effective manner.
- Plan, organize and control activities and resources pertaining to the proper and effective functioning of the Provincial Office.
- Ensure good governance within the Province in line with relevant legislation, regulations and policies.
- Oversee and ensure the implementation of all relevant policies, processes, procedures, and tools, applicable to the Provincial Office and monitor implementation thereof.
- Report on the activities of the Provincial Office to relevant stakeholders in line with requirements.
- Oversee and ensure the effective implementation of the complaints handling processes, systems and procedures within the Provincial Office.
- Provide input, upon request, regarding the finalization of national MOUs and to ensure implementation of those MOUs within the Province.
- Ensure the maintenance of a proper and effective statistical reporting system for complaints within the provincial office.
- Monitor compliance to service level agreements with regards to corporate support services provided to the Provincial Offices.
- Manage the provision of facilities management services within the Provincial Office.
- Monitor compliance to service level agreements with regards to corporate support services provided to the provincial office.
- Manage the assets within the Provincial Office in line with the PFMA, Treasury regulations and SACE policies.
- Manage the provision of records management/ archiving support services within the province.
- Manage the provision of administrative support services to the provincial office.
- Build the profile and image of the Council and effectively communicate the vision and objectives of the Council.
- Administer Public Relations in line with SACE policies.
- Administer projects in the province and in line with National office directives.

4.Position: Legal and Ethics Officer x1 (Head Office) ETHICS004

Basic Salary: R360 318 per annum and benefits

Salary Grade C1

Qualifications and Skills

- Matric Certificate, NQF Level 7 qualification in the field of law.
- 2-year relevant experience
- Computer literacy
- Investigation Skill, Prosecution skills, Alternative dispute Resolution skills
- Communication and interpersonal skills.

4.1 Investigate complaints

- Consult the complainant to establish jurisdiction and additional information
- Prepare and send out notices
- Visit the school
- Interview the Principal
- Interview Victim
- Interview the accused
- Interview witnesses
- Collect evidence and write the investigation report

4.2 Mediation of complaints

- Mediate where necessary
- Prepare and send out notices
- Mediation report

4.3 Prosecution in disciplinary hearings

- Send out summons and evidence
- Send out subpoenas
- Prepare a letter for the appointment of the presiding officer and/or prosecutor
- Conduct the hearing
- Submit the closing argument, mitigation, and aggravation circumstances
- Submit the report to the Manager for the Ethics Committee
- Prepare and send out a sanction letter
- Depending on the outcome, (unless there is an appeal) send out a memo to finance and/or registration divisions

4.4 Prosecution in appeal hearings

- Prepare and send out opposing statements
- Create a schedule
- Prepare and send out notices
- Appoint an appeal panel
- Prepare and send out bundles to the appeal panel
- Conduct the appeal hearing

- Depending on the outcome, send out a memo to finance and/or registration divisions
- Prepare and send sanction letter to the educator

4.5 Administration of the case management process

- Drafting of emails for all parties involved
- Responding to queries through emails and telephonic
- Quality assurance of reports from prosecutors, presiding offices, and investigators
- Make inputs on internal policies, SOPs, and legal opinions
- Open case files for media reported complaints

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, accompanied by a comprehensive Curriculum Vitae (CV), and certified copies of ID and qualifications. Late and incomplete applications will not be considered. All copies should be certified not older than 6 months. SACE Employment Application form can be obtained from our website www.sace.org.za. The information on the SACE application form must correspond with the Curriculum Vitae.

NB: All required documents should be merged into one well-structured PDF.

Applications should be emailed to recruitment@sace.org.za (Reference in subject box is the position applied for), hand deliver or Courier to Human Resource Unit, SACE Building Block 1, at 240 Crossway Park Offices, (Corner Jean) Centurion. Correspondence is limited to short-listed candidates. If not contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The closing date for applications is the **17 September 2026**. Direct your Queries to **Mary Chauke: 012 663 0429 or Motsatsi Makgoba: 012 663 0423**