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South African Council for Educators

*Towards Excellence in Education*

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

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

Annual total Package: R1076 347 (ALL INCLUSIVE) Salary Band D3

**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;
- Manage the verification processes of reported performance information for auditing to reduce the risk adverse of adverse opinion;

- 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 capacitated 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;
- Manage the compilation of performance information reports on a quarterly and annual basis;
- 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: Assistant ICT Technician x1**

**Basic Salary: R 248 611 per annum excluding benefits.**

**Salary Band: B5**

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 ICT
- 3 years relevant experience
- High level of Computer literacy Good knowledge of MS Office
- Good interpersonal Relations and organisational skills

### **KEY AREAS OF RESPONSIBILITIES**

#### **2.1 IT Support**

- Provides an internal information systems and technology (IS / IT) support service to SACE's departments. Including:
  - Liaison with external service providers to ensure support services are delivered to all SACE systems timeously
  - Provide (first and second line) support to all computer users.
- Ensure that all SACE systems are running smoothly

- Any occasional duties that are Information Technology related may be assigned by the ICT Specialist to facilitate the smooth running of SACE.

## **2.2 Hardware and Software maintenance**

- Assist the ICT Specialist that the SACE's information technology and systems needs are adequately addressed. This may include:

- Ensure that the acquisition of computer hardware and software is done;
  - Ensure that maintenance of servers and user devices is done regularly.
  - Ensure that the SACE network (WAN, WLAN, LAN, VPN, MPLS) is in good working condition
- Ensure that daily back-ups of the system and databases are made.
- Ensure that testing of all SACE applications is done and deployed
- Ensure that all SACE devices, which may include, telephone, access control, security devices etc. are well services and in good working condition

### **3. Position: CPTD Provincial Coordinators– 1x Northern Cape; 1x Free State , Western Cape x1**

**Basic Salary: R371 068 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 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 Degree in Education or equivalent educational qualification at degree level ●At least five (5) years' experience in the education system ● Excellent presentation and Communication Skills ● Knowledge Microsoft Office package (Word, Power Point, Excel at least)
- ●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 ●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 .

#### **4. Position: Admin Clerk -Teacher Professionalisation**

**Basic Salary: R178 550 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,

National Diploma in Administration/Management Assistant/Office Management;

An appropriate administration Degree will be an added advantage.

3 years relevant experience, preferably in the field of training and development within the education sector.

Knowledge Microsoft Office packages (Word, Power Point, Excel at least)

#### **KEY AREAS OF RESPONSIBILITIES**

- Arrangements of the internal TP Divisional meetings, seminars, conferences, and packs
- Handling and Tracking TP Leave Forms in collaboration with Human Resource Division
- Providing Administrative support to the Assistant Manager Activities and Programmes
- Assist the assistant Manager in coordinating the Divisional Activities
- Assisting the assistant Manager with the teacher queries received through teacher@sace email account, fax, and telephone.
- Handling travel and accommodation arrangements in the TP Division
- Assist the assistant Manager with the monitoring and support of the performance information in the Division.
- Manage a database of Teacher Professionalization stakeholders.
- Assist with any other duty assigned by the Senior Manager.

#### **5. Position: Payroll Clerk x1**

**Basic Salary: R178 550 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 with Bookkeeping or Accounting
- 1-2 years relevant experience
- Computer literate, Pastel Accounting system
- Good communication skills, interpersonal skills

Job key responsibilities

#### **4.1 Payroll Administration**

- Setting up new employee files manually and electronically.
- Maintaining salary changes on manual files
- Maintaining medical, pension, and other third-party documentation on payroll files
- Undertaking required reporting, both internal and statutory reporting i.e., SARS, Compensation commissioner
  
- Ensure compliance with Human Resources policy and procedures
- Maintain travel and subsistence allowances regularly
- Maintain termination and appointment documentation
- Maintain Staff Loans documents and ensure compliance to Human Resource policy

#### **4.2 Data capturing**

- Capturing payroll related monthly journals
- Capturing interest on staff loans

**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 30 September **2021**. Direct your Queries to Mary Chauke: 012 663 0429 (Motsatsi Makgoba: 012 663 0423)

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