



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: SACE Provincial Head – SACE Easter Cape Office x 1
(5-year contract)
Salary: R773 271per 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.
- Sporadic travelling when required
- Excellent verbal and written communication skills

Key areas of responsibility

- 1.1 Manage the Provincial Office and provide leadership, direction, support and advice to the Provincial Office.
- 1.2 Develop the strategic and annual performance plan for the Provincial Office.
- 1.3. Manage the development of the operational plan for the Provincial Office in line with the strategic and annual performance plan of the Council.
- 1.4 Manage, monitor, evaluate and report on the implementation of the Province's operational plan, taking corrective actions where necessary.
- 1.5 Measure and monitor the achievement of strategic objectives of the Council within the Province and take corrective actions where necessary.

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

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

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

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

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

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

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

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

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

Provincial Office

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

Provincial Offices.

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

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

Provincial Offices.

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

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

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

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

**2.Position: SACE Provincial General Assistant (SACE Eastern Cape Office)
(5-year contract)**

Basic Salary: R129 691 per annum and benefits

Salary band: A1

Qualifications, Skills and Experience

- Matric
- 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

2.1 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

2.2 Operate cleaning machines

- Operate cleaning machinery

2.3 Preparing of refreshments for Meetings

- Prepare tea and other refreshments for meetings

2.4 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.

3. Position. Provincial Admin Officer - SACE Eastern Cape Office (5 years contract)

Basic Salary: R212 212 per annum and benefits

Salary Band: B4

Requirements, Skills and Experience

- Matric Certificate, Diploma/Degree in Office Management/Public Administration/Management or equivalent
- 1-year relevant experience
- Interpersonal and Communications skills
- Good Computer Knowledge, Microsoft Application suite
- Sporadic travelling when required

Key areas of responsibilities

3.1. 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.

3.2. 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.

3.3. 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

3.4. 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.

3.5 General Administration

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

3.6. 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.

4. Position: Finance Clerk (Cashier) x1 - SACE Eastern Cape Office

Basic Salary: R170 698 per annum excluding benefits

Salary Band: B2

Qualifications, Skills and Experience

- Qualifications Matric Certificate with Bookkeeping or Accounting
- 1-2 years working experience
- Computer skills, Pastel Accounting system
- Good communication skills, interpersonal skills

Job key Responsibilities

4.1. Banking

- Prepare deposit slip for banking
- Daily banking deposits
- Attach all deposit supporting documents together
- Accounting for all the monies received by means of a receipt to the clients.
- Ensuring that bank electronic transfers into SACE account by Provincial Departments are accurately and timeously done.
- Sending bank deposit slip and receipt book to the Finance Manager/Financial Officer for checking before banking.
- Stoppage of payment for reported lost cheques and if successful, proper documentation are handed to the Financial Officer for the preparation of a duplicate cheque.

4.2 Disposal of payments

- Daily issuing of cash and cheque receipts.
- Capture all postal orders to the post office suspense account.

- Capture membership information daily.
- Handle cheque register.
- Dispatching of cheques.
- Any occasional duties that may be assigned by the Finance Manager to facilitate the smooth running of SACE.

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 20 January 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.