



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 individual to enhance its dynamic team and as such, we are inviting applications for the following vacant position:

### **1.Position: Project Manager – SACE Review and Repositioning**

#### **One-year contract**

Annual total Package: R1 065 489 (ALL INCLUSIVE) Salary Band E1

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

#### **Key Job Requirement**

- Matric Certificate, Masters in Education or Public Management and Development Field;
- Five years' experience of working in the Education Field, particularly in Teacher Education and Development area;
- Social Science research background and skills; Data Analysis Knowledge and Skills; Knowledge of MS Office; Research Skills; Excellent presentation skills; Project Management Skills; Organisational Skills; Sound Knowledge of the South African Education Landscape and Policy Environment, Teaching Profession, Education Stakeholders and Key Role Players; and
- Excellent written and verbal communication skills

#### **Key Job Responsibilities**

##### **1.1. Project Management and Implementation**

- Coordinate and Manage the SACE Review and Repositioning Project;
- Research and Conceptualise the Project;
- Conduct literature review to inform the project scoping, methodology and data analysis;
- Develop the project scope and plan to inform implementation and monitoring and evaluation processes;
- Conduct benchmarking exercise against similar public entities and relevant national professional bodies outside the education space and international professional bodies in the teaching profession;

- Implement the project against the scope and implementation plan; and
- Monitor and evaluate the implementation of the project, and take corrective actions timeously, where necessary

### **1.2. External Engagements**

- Consult and engage the SACE Constituencies on the project scope and conceptualisation;
- Engage SACE constituencies and stakeholders on the SACE review and repositioning through complementary data collection methodologies and processes
- Communicate and advocate the SACE review and repositioning processes and findings to the SACE constituencies, stakeholders and the profession periodically
- Disseminate the final report to the SACE constituencies, stakeholders and the teaching profession at large.

### **1.3. Inter-Divisional Engagements**

- Consult and engage the SACE internal stakeholders on project scope, conceptualisation and plans;
- Collect the necessary project data through various SACE Divisions;
- Communicate and advocate the SACE review and repositioning project and relevant processes internally, including Council Committees, Executive Committee and Council;
- Workshop internal stakeholders on the project scope, plans, as well as, preliminary / draft and final project reports

### **1.4. Project Monitoring and Evaluation**

- Develop the project monitoring and evaluation plan, including the theory of change; and Monitor and evaluate the project implementation continuously, in terms of its activities and outputs

### **1.5. Project Reporting**

- Produce bi-weekly, monthly, quarterly, and annual reports on the SACE review and repositioning activities and outputs against the implementation and monitoring and evaluation plans;
- Produce the project's preliminary / draft and final reports with clear findings and recommendations;
- Produce the project closure report with gaps and lessons learnt for future strategic direction.

**Any other duties allocated by the Office of the CEO.**

**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 February 2021 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.**