



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:

### **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 Specifications**

- Matric Certificate, Masters Degree in Education or Public Management and Development Field;
- Five years' experience of working in the Education Field, particularly in Teacher and Development;
- 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.**

## **2. Position - Provincial Coordinators 1 x North West**

**Five -years contract**

**Salary: R354 749 and Benefits**

**Salary Band: C3**

- 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 post matriculation or equivalent educational qualification at degree level ●At least five (5) years' experience at Managerial level or managerial experience in the education system ●Extensive knowledge of the South African Education System ●Knowledge 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 ●Experience in the supervision of educators (school/office-based) ● 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

**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 covering 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 **26 November 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.**