



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.

Position: Legal and Ethics Officer x 1

Basic Salary: R246 408 per annum excluding benefits

Salary Band: C1

The Council also offers the following benefits:

Housing Allowance, Medical Aid Allowance, Pension, UIF, and 13th Cheque.

Qualifications, Skills and Experience

- Matric Certificate, An appropriate National Diploma /Degree in Law/ National Diploma in Labour Law / National Diploma in Labour Relations or equivalent
- 1-year relevant experience acquired after obtaining qualifications
- Two years relevant experience acquired after obtaining qualifications is preferable
- Computer literate, Good knowledge of MS Office, Negotiation/Arbitration/Mediation /Prosecution skills. Research Skills, Litigation, Court Practice and alternative dispute Resolution.
- Communication skills, Interpersonal skills and Communication
- Sporadic travelling when required,
- Driver licence is compulsory
- Ability to speak two or three South African languages

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

- Assist in the investigating and to appear in investigations into every complaint lodged with the Council alleging a contravention of the Code of 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.
- Draft opposing papers for appeals and appear as a representative of Council at appeal hearings
- From time to time, mediate in complaints where disciplinary action is not necessary
- Assist the Ethics Manager in advising the Disciplinary Committee, the Executive Committee 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 Ethics to ensure uniformity and consistency and to promote professional conduct.
- Assist in ensuring that Committees' decisions are implemented.
- Ensure ownership of the Code of Ethics for educators through workshops, seminars etc to ensure common understanding and professionalism,
- 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

14.2. Administration

- Ensure that up to date records of all complaints received are maintained.
- Record the actions taken by SACE to investigate matters and ensure that decisions of disciplinary panels in hearings are implemented.
- Manage subordinates in the division in the absence of the Ethics Manager.
- Assist with the provision of legal documents and conduct general research on behalf of Council to ensure that it is recognized as a leading contributor in the field of professional standards for educators.
- Assist in the drafting of contracts, opinions etc as and when required by SACE departments and relevant structures of Council
- Assist in making presentations on Acts and Procedures administered by or having relevance on the work of Council.
- Any occasional duties that may be assigned by the Head Registration and Ethics or the CEO to facilitate the smooth running of the SACE.

14.3. Public Relations

- Represent SACE on the request of the Chief Executive Officer (CEO) 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.

2. Position: Finance Clerk (Cashier) x1

Basic Salary: R159 531 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, an appropriate Degree/Diploma in Administration/Commerce
- 1 year working experience
- Computer literate, Pastel Accounting and other Accounting systems will be an added advantage
- Good communication and interpersonal skills

key Responsibilities

10.1 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.

10.2 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.

Send your 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 15 May 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.