



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: Assistant Manager: Registration x1
Basic Salary: R354 749 per annum and benefits
Salary Band C3

Qualifications, Skills and Experience

- Matric 3-year qualification in Administration or equivalent
- Computer Literacy (Microsoft Office)
- Interpersonal Skills and Communication Skills
- Office Administration and Management Skills
- Supervisory, Data analysis and Presentation skills
- 5 - 7 years' relevant experience
- General knowledge of South African Education System
- Willingness to learn and travel

Job key responsibilities

1.1. Management

- Act on behalf of the manager in his or her absence.
- Assists the Registration Manager to ensure with registration, procedures and systems
- Assists the Registration Manager with writing periodical reports
- Assist in putting registration control systems in place
- Assist the Manager in Register data analysis
- Ensure Accuracy and Client Services
- Ensures that ethical standards, sound human relations, team spirit and high levels of morale are maintained throughout the registration department.
- Any occasional duties that may be assigned by the Registration Manager to facilitate the smooth running of SACE.

2. Position: Registration Data Capturer Clerk x 1
Basic Salary: R170 698 per annum and benefits
Salary Band B2

Qualifications, Skills and Experience

- Matric Certificate, Diploma\Degree Public Admin, Office Management, Management Assistant
- Computer Literacy (Microsoft Office)
- Interpersonal Skills
- Communication Skills
- Computer Skills
- 1-year relevant experience in data capturing.
- Practical knowledge in Computerised Systems.

Job key responsibilities

2.1. Capture educator's data

- Capture data from the application forms that are delivered to the office.
- Capture data from application forms that are mailed to the office
- Updates registration status from PAM to provisional
- Captures ECD registration and prints certificates.

2.2. Data capture Administration

- Print Certificates
- Puts certificates in the envelop
- Print labels for mail that is returned
- Filling of application documents and affidavits for re-print

2.3 Reporting

- Assists the registration Manager and Registration Assistant Manager with reports
- Any occasional duties that may be assigned by the Registration manager to facilitate the smooth running of SACE

3. Position: Legal and Ethics Administrators x 2
Basic Salary: R170 698 per annum and benefits
Salary Band B2

Qualifications, Skills and Experience

- Matric Certificate and an appropriate Diploma in Paralegal /Administration.
- 2 years relevant experience in an administrative capacity.
- Interpersonal skills, Communication skills, Analytical skills
- Computer Literacy (Microsoft Office)
- On-going training is required,

Job key responsibilities

3.1 Administration

- Register complaints electronically and respond to external correspondence.
- Arrange all investigations and hearings, including;
- Ensuring attendance of the complainant, defendant and witnesses
- Arrange travel and other logistical arrangements on behalf of the ethics division.
- Distributes minutes and on request, assist the Ethics Manager or Assistant Manager to follow up on action items emanating from minutes.
- Maintains an index of hearings, i.e. files all minutes and supporting documentation in the central registry.
- Assists with photocopying and binding of documents required for the investigations and hearings.
- Facilitates development and distribution of the SACE Code of Professional Ethics, and the maintenance of professional standards.
- Assist with compilation of the action list and other relevant documents for the Ethics Committee
- Ensure that committee's decisions (ie. sanctions or recommendations) are prepared and forwarded to relevant parties
- Assist with compilation of monthly reports
- Any occasional duties that may be assigned by the Ethics Manager or Assistant Manager or the Head: Ethics and Professional Development to facilitate the smooth running of the SACE.

4. Position: Admin Clerk to Head: PD and Ethics x 1

Basic Salary: R170 698 per annum and benefits

Salary Band B2

Qualifications, Skills and Experience

- Matric Certificate, Diploma\Degree Public Admin, Office Management, Management Assistant
- Computer Literacy (Microsoft Office)
- Interpersonal Skills
- Communication Skills
- Computer Skills
- 1-year relevant experience in Administration.
- Practical knowledge in Computerised Systems.

Job key responsibilities

4.1 Administration Support

- Arrangements of the internal PD and Ethics Divisional meetings, seminars, conferences and packs.
- Handling and Tracking PD and Ethics Leaves in collaboration with Human Resource Division.
- Providing Administrative support to the Senior Manager's Activities and Programmes
- Assist the Head in coordinating the Divisional Activities.
- Assisting the Head with the teacher queries received through member@sace email account, fax, and telephone.
- Handling travel and accommodation arrangements in the PD and Ethics Divisions

- Assist the Head with the monitoring and support of the performance information in the Divisions.
- Handle the Divisional correspondence and diary.

4.2 Secretarial and Information Processing

- Assist to take and type minutes of the divisional meetings.
- Filing and retrieving in the Head's Office.
- Assist with compiling Word, PowerPoint and Excel Documents.
- Assisting and support data-capturing processes.
- Assist in managing a database of PD and Ethics Stakeholders.

4.3 Coordination of The Divisional Activities (Administratively)

- Assisted the Head in coordinating provincial activities.
- Assisted the Head in handling all division / sub-divisions Reports and Performance Plans.
- Assist with any other duty assigned by the Head.

5. Position: Finance Clerk (Revenue) x1

Basic Salary: R170 698 per annum excluding benefits

Salary Band: B2

Qualifications, Skills and Experience

- Matric Certificate with Bookkeeping or Accounting
- 1-2 years working experience
- Computer literate
- Good communication skills, interpersonal Skills

Job key responsibilities

5.1. Online Revenue Collections

-Ensure that all incoming online payments are accounted for: by capturing of online orders received and daily electronic, capturing of income receipt data

-Ensure that all incoming EFT's are accounted for: Reconciled list of EFT's Received, verifying details Captured, daily baking of EFT" s

-Ensure that online and EFT membership payments are capture and accounted for: membership Information capturing of cash receipts.

5.2. Debtors management

-Daily capturing of all private school invoices

-Daily email of pro-forma invoices and statements to private schools

-Daily reconciliation of private school accounts

5.3. Cash and banking

-Daily processing of ONLINE system baking

6.Position: CPTD Provincial Coordinator x1 -Limpopo

Basic Salary: R354 749per 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 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 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 .

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 **13 March 2020**. Direct your Queries to Mary Chauke: 012 663 0429 or Mpho Moloji: 012 663 0422.

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