



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 with a good professional track record, to apply for SACE CPTD Provincial Coordinators: The position is packaged as follows:

1.Positions -2 x Limpopo, Mpumalanga x1,North Westx1, Free State x1, Gauteng X1, Northern Cape x1, Eastern Cape x2, Western Capex1, KZN X3

5-years fixed contract

Salary: R308 411 (per annum excluding benefits)

Salary Band: C3

The Council also offers the following benefits:

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

Appointment will be on a five-years fixed 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, experience, Skills and knowledge

- **REQUIREMENTS:** A recognised and appropriate three-year post matriculation or equivalent educational qualification at degree level
- **ADDITIONAL RQUIREMENTS:** 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.
- **EXPERIENCE:** 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 • Supervision of educators (school/office-based)
- **SKILLS AND KNOWLEGDE** Knowledge of the National Policy Framework on Teacher Education and Development in South Africa (2007), Integrated Strategic Planning 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 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.

2.Position: Finance Clerk (Supply Chain) x1

Basic Salary: R159 531 per annum excluding benefits

The Council offers the following benefits:

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

Qualifications, Skills and Experience

- Matric Certificate, Degree/Diploma in Administration/Commerce
- 1 year working experience
- Computer literate, Pastel Accounting system and other Accounting systems will be an added advantage
- Good communication and interpersonal skills

2.1. Quotations

- Soliciting quotations from suppliers
- Scrutinise quotations
- Proper filling of procurement documents

2.2. Administration

- Issuing of purchase order
- Allocate purchase order number to requisitions
- Handle travel bookings for SACE
- Capturing of invoices on the system
- Drafting of specifications for the goods and services to be acquired
- Checking budget levels before ordering

3.Position: Finance Clerk (Stock Controller) x1

Basic Salary: R159 531 per annum excluding benefits

The Council offers the following benefits:

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

Qualifications, Skills and Experience

- Matric Certificate, Degree/Diploma in Administration/Commerce/Logistic
- 1 year working experience
- Computer literate, Good knowledge of MS Office, Pastel Accounting system and other Accounting systems will be an added advantage
- Good communication and interpersonal skills

3.1 Asset Management

- Ensure proper control of the organization assets.
- Mark all assets with unique asset numbers and update asset register.
- Control and maintain physical movement of assets and update asset register accordingly.
- Identify and prepare information on assets for disposal and update register after disposal.
- Perform physical asset verification and compile asset verification report.
- Maintain a register for all the leased assets.

3.2 Stock Administration

- Monitor log books and petrol slips.
- Maintain pool cellphone register.
- Co-ordinate replacement of leased vehicles.
- Maintain stock control and keys.
- Receive stock from transit-in and update relevant records.
- Do quarterly stock counts and report stock discrepancy.
- Disposal of stock on approved request (paraphernalia &stationery).

Details of the advert can be viewed in our Website www.sace.org.za

Send your comprehensive application letter and CV for the position applied for, and certified copies of ID and qualifications, Drivers Licence not older than THREE MONTHS. 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 09 November 2018. 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.