



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.

01. Position: General Workers (Cleaner x1)

Basic Salary: R 141 083 per annum and benefits

Salary Band A1

Qualifications, Skills and Experience

- Grade 9
- Experience in Office cleaning will be added advantage
- Good interpersonal Skills
- Communication Skills
- Ability to work as a team.
- 1 – 2 years' experience in Cleaning Services.

Job key responsibilities

1.1. Cleaning of SACE Office's

- Clean and create an orderly environment
- Ensure that the boardrooms, Offices, Kitchens are clean and tidy
- Ensure that all offices, entrances, and public areas are kept clean on a daily basis
- Ensure cleanliness of the building internally and externally
- Empty waste bags, provide and change waste bags
- Load and offload of goods
- Cleaning of building windows, inside and out, cleaning doors
- Washing of dishes
- Cleaning of toilets and floors
- Periodic cleaning of the refrigerators, Microwave Oven etc
- Provide refreshments to Meeting
- Prepare and clean meeting venues

02.Position: ICT Technician (Junior System Administrator) x1

Basic Salary: R206 118 per annum excluding benefits

Salary Band: B3

Qualifications, Skills and Experience

- Matric Certificate, An appropriate diploma / Degree
- 1-year relevant experience
- SQL, Microsoft Server 2008 and up, Good knowledge of Networking (LAN and WLAN), Good troubleshooting skills, MCSE, MCTS, COMPTIA and/or CCNA
- Good interpersonal Relations and organisational skills

key Responsibilities

3.1. IT Support

- Assist the ICT Specialist with providing an internal information systems and technology (IS / IT) support service to SACE's departments.
- Any occasional duties that may be assigned by the Corporate Services Manager or the ICT Specialist to facilitate the smooth running of SACE.

3.2. Hardware and Software maintenance

- Assist the ICT Specialist with ensuring that the SACE's information technology and systems needs are adequately addressed.
- Assist the ICT Specialist with ensuring that daily back-ups of the system are made.
- Maintenance of all SACE servers and user devices including printers.
- Ensuring that all SACE databases are backed up and backup is tested successfully.
- Ensuring that the SACE LAN, WAN and WLAN infrastructure is in good working condition.

All the 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 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 04 March 2022. 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.

