



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. Assistant Manager: Teacher Professionalisation

Basic Salary: 354 749 per annum excluding benefits

Salary Band C3

Qualifications, Skills and Experience

The Manager should have the following:

1.1. Qualification

- Matric Certificate, Bachelor degree in Education (NQF Level – 6)
- Certificate in Microsoft Office – Excel, Power Point (Presentation), Word, etc.

1.2. Skills

- Excellent Communication Skills
- Project Management Skills
- Organisational Skills
- Data Analysis Skills

1.3. Experience

- 3 -5 years' experience of Working in Education Field
- Social science Research Knowledge
- Good Human Relations
- Sound knowledge of South African education landscape and teaching Profession.

The Assistant Manager will be responsible for:

- Coordination of the Teacher Professionalisation Sub-Division Activities
- Coordinate the research and conceptualisation work from the technical support group and teams
- Facilitate the process of acquiring the SACE professional status in collaboration with SAQA
- Assist with the development of the teacher professionalization policy for the country

- Coordinate and facilitate the process of developing the teacher professional designations in consultation with the relevant stakeholders
- Assist with the process of refining the teacher professionalisation model, from time to time, on the basis of implementation feedback
- Work collaboratively with the DBE, Provincial Education Departments and other employers on the teacher induction programme, assessment of portfolios and full registration status
- Coordinate the process of developing the professional standards
- Monitor the professional standards implementation process
- Facilitate the ongoing teacher professionalisation and professional standards consultation processes with all the SACE stakeholders
- Provide secretariat services to the SACE teacher professionalisation committees
- Assist with the advocacy and communication of the teacher professionalisation programme and professional standards
- Assist in developing the Annual Performance Plan and Annual Report for the sub-division
- Monitor and Evaluate the teacher professionalisation activities and outputs
- Produce monthly, quarterly, and annual reports on the teacher professionalisation activities and outputs

2.Position: Assistant Manager: Registration x1

Basic Salary: R354 749 per annum and benefits

Salary Band C3

Qualifications, Skills and Experience

Qualification

- Matric, Degree in Education or equivalent
- Certificate in Microsoft Office – Excel, Power- Point (Presentation), and Word.

Skills

- Interpersonal Skills
- Communication Skills
- Management Skills
- Computer Skills

Experience

- 3 - 5 years' relevant experience
- Ability to use Computerised Application System
- General knowledge of South African Education System
- Knowledge of Registration Criteria and Process
- Knowledge of Practical Computerised Registration System

Job key responsibilities

2.1. Management

- Acts on behalf of the manager in the absence of the Registration Manager.

- Assists the Registration Manager to ensure that the registration process and system meets the Council's requirements regarding:
 - management reporting capabilities;
 - adequate controls (prevention of fraud, accuracy, updates etc.)
 - accuracy of information (validation)
 - maintenance of accurate management information
- Assists the Registration Manager to monitor the quality of work produced by subordinates: accuracy; client services; and timorousness.
- Manages (planning, organising, leading and controlling) all Registration Clerk and Data Clerk duties.
- Any occasional duties that may be assigned by the Registration Manager to facilitate the smooth running of SACE.
- Ensures that ethical standards, sound human relations, team spirit and high levels of morale are maintained throughout the registration department.
- Represents the manager in meetings – internally/externally.

2.2. Quality assurance

- Engages in quality assurance of internal and external qualifications.
- Do quality checks on each and every part of the registration and data capture section, i.e. forms processed, on data captured and printed certificates and letters.

2.3. Registration

- Assists with the processing of foreign applications.
- Signs letters of provisional registration.

2.4. Handling of queries

- Attends to enquiries regarding registration of educators.
- Handles correspondence, information and reports related to registration of educators.
- Maintenance of the principles of Batho-Pele.

2.5. Reporting

- Compile quarterly reports and reports of statutory meetings in consultation with the manager.
- Coordinates staff reports.
- Coordinates registration staff meetings and compiles minutes of such meetings.
- Coordinates and facilitates meetings with stakeholders.

3. Position: Registration Officer x1

Basic Salary: R212 212 per annum and benefits

Salary B and B4

Qualifications, Skills and Experience

Qualifications

- Matric Certificate, Diploma in Office Administration or equivalent Office administrative qualification.
- Certificate in Microsoft Office – Excel, Power-Point and Word

Skills

- Interpersonal Skills

- Communication Skills
- Computer Skills

Experience

- 2 years administrative experience.
- Knowledge of Registration Criteria and process
- Knowledge of Computerised Registration System
- General knowledge of South African Schooling System

Job key responsibilities

3.1 Registration administration

- Process registration forms.
- Checks the forms to see whether they are filled in properly.
- Assists the educators in filling in the form properly.
- Explains the meaning of terms, e.g. REQV, Post level, etc.
- Hands over the forms to the data capture clerk.
- Searches educators' registration status, details, etc.
- Monitors the work of the registration clerk.

3.2 Maintenance of registers

- Compiles a register of all forms brought to the office by educators.
- Compiles a register of incoming educators.
- Compiles a register of all certificates collected from the office.

3.3 Handling of queries

- Attends to incoming telephone calls.
- Attends to enquiries regarding registration of educators.
- Handles correspondence, information and reports related to registration of educators.
- Maintenance of the principles of Batho-Pele.

3.4. 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.

4. Position: Registration - Clerks x1

Basic Salary: R170 698 per annum and benefits

Salary Band B2

Qualifications, Skills and Experience

Qualifications

- Matric Certificate, Diploma in Office Administration or equivalent Office administrative qualification.

Skills

- Computer Skills – Excel, Power- Point and Word.
- Interpersonal Skills
- Organisational Skills
- Good Communications Skills

Experience

- 1-year experience in Computerised environment.
- Knowledge of South African Schooling System.
- Knowledge in Registration Criteria Process

Job key responsibilities

4.1 Registration administration

- Processes application forms received via walk-ins
- Separates valid from invalid forms.
- Separates valid forms into full and provisional registrations.
- Separates forms that do not fulfil registration requirements.

4.2 Handling of queries

- Handles correspondence, information and reports related to registration of educators.
- Responds to incoming mail – posted and e-mail.
- Maintenance of the principles of Batho-Pele.

4.3 Reporting

- Assists the manager with reports (on own work).
- Any occasional duties that may be assigned by the Registration Manager to facilitate the smooth running of SACE.

5. Position: Data Capturers Clerk x3

Basic Salary: R170 698 per annum and benefits

Salary Band B2

Qualifications, Skills and Experience

Qualifications

- Matric Certificate, Diploma in Office Administration or equivalent Office administrative qualification.
- Certificate in Microsoft Office

Skills

- Interpersonal Skills
- Communication Skills
- Computer Skills

Experience

- 1-year relevant experience in data capturing.
- Practical knowledge in Computerised Systems.

Job key responsibilities

5.1. Capture educator's data

- Capture data from the application forms that are delivered to the office personal(+100daily).
- Capture data from application forms that are mailed to the office (+100)
- Updates registration status from PAM to provisional
- Captures ECD registration and prints certificates.

5.2. Data capture Administration

- Print Certificates (+50 daily)
- Cuts (guillotine) certificates
- Puts certificates in the envelop
- Print labels for mail that is returned
- Filling of application documents and affidavits for re-print

5.3 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

6. Finance Officer-Revenue x1

Basic Salary: R212 212 per annum and benefits
Salary Band B4

Qualifications, Skills and Experience

Qualifications

- Matric Certificate, Diploma/Degree in Bookkeeping or Accounting.
- Qualification in Computer System such as Pastel, Accpac etc.

Skills

- Computer Skills – Excel, Power Point & Word
- Interpersonal skills
- Communication skills

Experience

- 3- year experience in bookkeeping or Accounting related duties.
- Knowledge of collecting revenue or related Accounting Practices.
- Knowledge of Accounting in banking and Reconciliation Statements.

Job key responsibilities

6.1 Revenue Collection

- Daily banking and reconciliation

- Collect all monies owed to SACE
- Process all the control receipts on cash book
- Daily processing of private school invoice
- Ensure that all the deposit supporting documents are filed
- Prepared debit orders for private schools.
- Daily processing of post office invoices.

6.2 Debtor Management

- Recommend for the debt write-offs
- Negotiate monthly repayments with debtors
- Update staff loans
- Issue statements to all private schools
- Issue statements to fined educators
- reconcile provincial department transfers
- Obtain records of all returned cheques and communicate to the owners.
- Liaise with educators in relation to their members status.
- Reconcile post office account monthly
- Any occasional duties that may be assigned by the Finance Manager to facilitate the smooth running of SACE.

6.3 Petty cash

- Review cashbook and supporting documents for Finance Manager's approval
- Review petty cash reconciliation for Finance Manager's approval.

6.4 Investment

- Review monthly invoices, journals and reconciliations on all investment accounts

7. Position: Supply Chain Clerk x1

Basic Salary: R170 698 per annum and benefits

Salary B and B2

Qualifications, Skills and Experience

Qualifications

- Diploma in Supply Chain Management or equivalent Financial administrative qualification.

Skills

- Computer Skills – Excel, Power-point and Word.
- Organisational Skills
- Interpersonal Skills.

Experience

- 1 – year experience in Supply Chain Management.

Job key responsibilities

7.1 Quotations

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

7.2 Administration

- Issuing of purchase orders
- 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

8. Position: Finance Clerk (Cashier) x1

Basic Salary: R170 698 per annum excluding benefits

Salary Band: B2

Qualifications, Skills and Experience

Qualifications

- Matric Certificate, Diploma in Accounting.
- Certificate in Pastel/ Accpac Computer Accounting System.

Skills

- Computer Skills – Excel, Power -Point & Word
- Interpersonal Skills
- Communication Skills

Experience

- 1- year experience in Cashier – Handling deposits, Banking, Electronic Money transfers etc.

Job key Responsibilities

8.1. 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.

8.2 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.

9. Position: Professional Development Admin Clerks x2

Basic Salary: R170 698 per annum and benefits

Salary Band B2

Qualifications, Skills and Experience

Qualifications

- Matric Certificate, Diploma in Office Administration or equivalent Office administrative qualification.
- Certificate in Microsoft Office – Excel, Power-Point & Word.

Skills

- Report Writing Skills
- Administrative Skills
- Communication Skills
- Interpersonal Skills.

Experience

- 1- year Experience as Admin Clerk or Personal Assistant.
- Knowledge in Report Writing and filing Skills.

Job key responsibilities

9.1 Duties

- Provide administrative and clerical support to the Provinces and Members sub-division in the Professional Development.
- Filing and retrieving documents, correspondence and forms in the sub-division.
- Respond to the educators' queries received through telephone, email, fax and the CPTD CRM System on a daily basis.
- Support teachers in utilizing the CPTD Self-service portal maximally through the CPTD self-service walk-in centre and telephonically.
- Arrangements of the internal and external meetings, seminars, conferences and related packs.
- Printing out and distributing documents.
- Assist with sending documents and packs to the provinces.

- Assist with the process of recording weekly, monthly, quarterly plans / reports / claims and queries from the SACE Provincial Coordinators, Resource Persons and Members of the Provinces and Members Sub-Division.
- Assist with compiling Word, Power-point and Excel Documents.
- Handle the sub-division's diary.
- Keep record of the Sub-Division's external engagements and attendance registers.
- Assist with data capturing.
- Assist with any duty that may be assigned by the Senior Manager/ Manager and Assistant Managers.

10. Position: Committee Secretary x1

Basic Salary: R303 204 per annum and benefits

Salary Band C2

Qualifications, Skills and Experience

Qualification

- Matric Certificate, Diploma in Office Administration or equivalent Office administrative qualification.
- Certificate in Microsoft Office – Excel, Power-Point & Word.

Skills

- Good Human Relations Skills
- Communication Skills
- Computer Skills
- Good Report Writing Skills
- Minutes taking Skills
- Speed typing Skills

Experience

- 2 – 3 years' experience in Minute taking and Report Writings.
- Knowledge in Logistic Arrangements – Prepare Venues for Meeting, Travels, Accommodation Arrangements, Prepare documents for Meetings etc.

Job key responsibilities

10.1. Meetings

-Organises Council and Committee meetings:

- venues and equipment
- accommodation, travelling, transport and refreshments

-Photocopies, binds and carries documents for meetings to venues to ensure that all information need is available.

-Distributes documents at Council and Committee meetings, circulates attendance lists and assists speakers with the microphone to ensure smooth running of meetings.

- Takes photographs at meetings for publication purposes to ensure that the Council and its activities are publicized.

- Any occasional duties that may be assigned by the Corporate Services Manager to facilitate the smooth running of SACE.

10.2. Minutes

- Records, types, edits and processes minutes of all Council and Committee meetings to ensure accurate records are kept.
- Updates regulations and all other official documents based on Council decisions (assistance may be obtained from the respective Programme Managers).
- Takes and prepares minutes for staff meetings in the absence of the Personal Assistant.

10.3. Administering of SACE Fleet

- Keeping of logbooks
- Issuing of trip sheet
- Booking of service for cars
- Reconciliation & log books
- Petrol Voucher and fleet report
- Report deviations to the manager

11. Position: Corporate Admin Clerk x1

Basic Salary: R170 698 per annum and benefits
Salary Band B2

Qualifications, Skills and Experience

Qualifications

- Matric Certificate, Diploma in Office Administration or equivalent Office administrative qualification.

Skills

- Computer Skills
- Interpersonal Skills
- Communication Skills
- Good Organisational Skills.

Experience

- Demonstrate knowledge on Secretarial/ Management Assistant duties.
- Experience as Personal Assistant, Admin Section, Reception and Photocopy.
- Experience in Minutes Taking.

Job key Responsibilities

- Type and file letters in the Corporate Services.
- Handle all mails and correspondence in corporate Services.
- Keep and record minutes for the Council Committees.
- Assist in Administration of Human Resource Management Unit.

- Arrange Logistics (i.e. Travel, Accommodation, Meeting Venues, Claims etc) of Committee Members.
- Prepare Packs; distribute notices for meeting, distribute documents and provide all Services for smooth running of Committee Meetings.
- Complete and Submit requisitions for Procurement for Provincial Offices
- Monitor and complete Job Cards for Service Providers
- Accompany and monitor Service providers during Service assessments.
- Follow up Service Providers to ensure that stock and requests from Divisions, Provinces and Head Offices are delivered as requested.
- Supervise Cleaners and ensure that all Cleaning material is available.
- Procure, Record and keep required cleaning materials.
- Safeguard Cleaning equipment's and materials.
- Complete, submit and administer requisitions for Corporate Services on behalf of Corporate Manager.

12. Position: Postage Clerk x1

**Basic Salary: R 129 691 per annum and benefits
Salary Band A1**

Qualifications, Skills and Experience

Qualifications

- Matric Certificate, Diploma in Office Administration or equivalent Office administrative qualification.

Skills

- Office Admin Skills
- Communication Skills
- Interpersonal Skills
- Computer Skills

Experience

- Demonstrate knowledge in data capturing and processing.
- Ability to perform Secretarial duties.

Job key Responsibilities

12.1 Process all incoming mails

- Count all incoming mails; stamp and record
- Allocate incoming mail to different departments
- Readdresses incomplete or incorrect mail addresses.
- Receive, and record incoming Courier mails.
- Resolve queries from Call Centre

12.2 Process Outgoing Mails

- Process and record outgoing mail.

- Process and record all outgoing courier mail.

12.3 Distribution of mails

- Sent mails to relevant departments.
- Capture, sort and transfer applications to relevant departments.

12.4 Other Duties

- Prepare Requisitions and Submit to Procurement
- Receive and Monitor Service Providers.
- Prepare and record Job Cards for Service Providers.

13. Position: General Workers (Cleaners x 4)

Basic Salary: R 129 691 per annum and benefits

Salary Band A1

2 x Females and 2 x Male

Qualifications, Skills and Experience

Qualifications

- Matric Certificate

Skills

- Good interpersonal Skills
- Communication Skills
- Ability to work as a team.

Experience

- 1 – years' experience in Cleaning Services.
- Ability to multi-task and perform other general works (Use of tools; Minor repairs and maintenance).

Job key responsibilities

13.1. 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

14.Position: Admin Clerk- Policy and Research x1
Basic Salary: R170 698 per annum and benefits
Salary Band B2

Qualifications, Skills and Experience

Qualifications

- Matric Certificate; Diploma in Office Administration or equivalent Office administrative qualification.

Skills

- Computer Skills
- Interpersonal skills
- Report writing Skills
- Basic Research requirements.
- Communication Skills

Experience

- 1 – year Admin experience.
- Knowledge in Report writing and communication.

Job key responsibilities

14.1 Research Administration

Assist the Planning Monitoring Evaluation Reporting and Research Manager and the Assistant Manager Policy and Research with all administrative duties pertaining to research.

Assist with the coordination and implementation of research activities

- Be responsible for capturing qualitative and quantitative research data.

Assist with research field work and producing the research reports

Develop and implement the resource centre's filing and cataloguing system

- Be responsible for subscriptions of resource centre and research material, documents, reports and other relevant publications.

- Handle the process of handing the resource centre material, publications, and documents in and out of the resource centre.

- Circulate, on an ongoing basis, new resource centre material to the Division's sub-units, SACE Divisions, and Council.

- assist the performance information unit with analysing, verifying and packaging of the quarterly reports and portfolio of evidence.

- Any occasional duties that may be assigned by the Planning Monitoring Evaluation Reporting and Research Manager to facilitate the smooth running of SACE.

14.2 Public Relations

- Assist the Assistant Manager Policy and Research in communicating with SACE and “sister” organisations regarding results of research conducted.
- Assist the Assistant Manager Policy and Research to liaise and develop relations with relevant bodies, agencies and organizations both nationally and internationally.

15. Position: Provincial Coordinator x1 – Limpopo

(5 years contract)

Basic Salary: R354 749 per annum 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.

Qualification, Skills and Experience

Qualifications

- Matric Certificate, Degree in Education Management.
- Certificate in Microsoft Office (Computer)- Excel, Power-Point and Word.
- Valid Driver’s Licence

Skills

- Good Communication Skills
- Interpersonal Skills
- Organisational skills
- Planning Coordination, Control and Reporting Skills.

Experience

- 3 - 5 years’ relevant experience.
- Extensive knowledge of South African Education System.
- Demonstrate knowledge of Continuous Professional Teacher Development System (CPTD).
- Demonstrate knowledge of National Policy framework on Teacher Education and Development in South Africa (2007); Integrated Strategic Plan for Teacher Education and Development in South Africa (2011).
- Knowledge of relevant Education Policies and Legislation.

Requirements

- Valid Drivers Licence
- Own Transport
- Willingness to work extensive hours and travel.
- Ability to work without being monitored.

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.

**16. Position: Provincial Coordinator x1 – Western Cape
(5 years contract)
Basic Salary: R354 749 per annum 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.

Qualification, Skills and Experience

Qualifications

- Matric Certificate, Degree in Education Management.
- Certificate in Microsoft Office (Computer)- Excel, Power-Point and Word.
- Valid Driver's Licence

Skills

- Good Communication Skills
- Interpersonal Skills
- Organisational skills
- Planning Coordination, Control and Reporting Skills.

Experience

- 3 - 5 years' relevant experience
- Extensive knowledge of South African Education System.
- Demonstrate knowledge of Continuous Professional Teacher Development System (CPTD).
- Demonstrate knowledge of National Policy framework on Teacher Education and Development in South Africa (2007); Integrated Strategic Plan for Teacher Education and Development in South Africa (2011).
- Knowledge of relevant Education Policies and Legislation.

Requirements

- Valid Driver's Licence
- Own Transport
- Willingness to work extensive hours and travel.

- Ability to work without being monitored.

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.

17. Position: Ethics – Administrators X2

Basic Salary: R189 475 per annum and benefits

Salary Band: B3

Qualifications, Skills and Experience.

Qualifications

- Matric Certificate, Degree/Diploma in Law or equivalent qualification.
- Certificate in Microsoft Office – Excel, Power-Point and Word.

Skills

- Ability to handle Legal Matters & Procedures
- Report writing Skills
- Interpersonal Skills
- Investigation and Prosecution Skills
- Organisational Skills

Experience

- 2 – 3 years' experience in Legal Practice.
- Demonstrate knowledge on conducting Investigations, Prosecutions and disciplinary processes.
- Ability to write Report for the division and record proceedings during hearings.

Job key responsibilities

- Arrange all investigations and hearings (on request from the Ethics Manager), including:
 - Ensuring attendance of the complainant;
 - Ensuring attendance of the defendant and
 - Travel and other logistical arrangements on behalf of committee members.

- Distributes minutes and assists (on request) the Ethics Manager in following 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.
- Respond to complaints, correspondence and documentation as may be required by the Ethics Manager.
- Facilitates development and distribution of the SACE Code of Professional Ethics, and the maintenance of professional standards.
- Any occasional duties that may be assigned by the Ethics Manager.

18. Position: Receptionist X1

Basic Salary: R170 698 per annum and benefits

Salary Band: B2

Qualifications, Skills and Experience

Qualifications

- A matric certificate, Diploma in Office Administration or equivalent Office administrative qualification.

Skills

- Basic Telephone Skills
- Office Administration Skills.
- Computer Skills
- Interpersonal skills
- Communication Skills

Experience

- 1 - years relevant experience

Job key responsibilities

18.1 Manages the switchboard:

- answers general queries;
- directs calls to relevant Council staff; and
- records messages.

- Forwards relevant calls to the Helpdesk/Call Centre department where appropriate.

- Monitors that all telephone equipment is in good working order and arranges maintenance where appropriate.

- Receives visitors to SACE (this may include the offering of refreshments).

18.2 General Administration

- Opens the mailbag and records incoming mail (post in the presence of the Driver) in a register including faxes, letters and other correspondence.

- Assists with the catering arrangements for meetings, communicates with caterers and sets and clears the table.

- Files general correspondence, faxes and assists with the filing of other Council records and reports to ensure an accurate and systematic filing system.
- Any occasional duties that may be assigned by the Helpdesk/Call Centre Specialist to facilitate the smooth running of SACE.
- Assist the Driver with his/her duties when he/she is not available. (i.e. Collects and delivers document/mail to and from the post office/bank cash, etc.)
- Assist with the typing needs of Managers.

19. Position: Admin Clerk-Head: Registration and Teacher Professionalisation X1

Basic Salary: R170 698 per annum and benefits

Salary Band: B2

Qualifications, Skills and Experience

Qualifications

- A matric certificate, Relevant Diploma/Degree in Administration

Skills

- Computer and Word-processing Skills (Type at 80 words per minute)
- Basic Public Relations Skills
- Basic Telephone Skills
- Office Administration Skills
- Basic Research Skills
- Minute Taking Skills
- Speech Writing Skills

Experience

- 1-year relevant experience

Job key responsibilities

19.1 Secretarial

- Co-ordinates and prepares all documentation required for meetings involving the Head: Registration and Teacher Professionalisation. This may include the preparation and production of such documentation in the absence of our dedicated staff to assist.
- Sends notices for meetings.
- Proof-reads minutes (prepared by other staff members) for meetings.
- Makes, receives and screens, on instruction, telephone calls for the Head: Registration and Teacher Professionalisation.
- Handles incoming and outgoing correspondence for the office of the Head: Registration and Teacher Professionalisation
- Controls and maintains the filing system for the Head: Registration and Teacher Professionalisation 's confidential correspondence and records.
- Handles and manages the Head: Registration and Teacher Professionalisation's diary, appointments and compiles programmes of appointments and journeys, attend to Head: Registration and Teacher Professionalisation 's visitors.

19.2 Personnel Administration

- Assists Head: Registration and Teacher Professionalisation as instructed in all personnel administrative functions.
- Conducts basic research on information required by the Head: Registration and Teacher Professionalisation.
- Any occasional duties that may be assigned by the HOD to facilitate the smooth running of SACE.

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 27 September 2019. 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.