



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:

Division: Executive

1. Position: HEAD OF DEPARTMENT (Senior Manager): Registration and Teacher Professionalisation x1

Salary :SACE offers attractive salary package

Qualifications and Experience

- Matric Certificate, Postgraduate qualification at NQF Level 8 or above, preferably in the Education field
- 8 years relevant experience, of which two should be at a Managerial Level and 10 years' experience in education Management will be an added advantage.
- Computer literate, Communication and Public Relations Skills Research Skills, Extensive knowledge of SACE Programmes and Activities

REQUIREMENTS(Skills)

- Ability to speak at least two South African languages
- Proven Managerial /Leadership /Strategic Thinking and planning Skills ,Ability to develop and maintain excellent interpersonal relations and a team (Acceptable to SACE Constituency) and General Office Management skills
- Ability to take executive decisions,
- Demonstration of knowledge of relevant legislations such as National Development Plan , SACE Act and Strategic Planning and Annual Performance Planning Process and Framework, Medium Term strategic Framework, Government-Wide Monitoring and Evaluation Framework and National Evaluation Policy will be an added advantage
- Sporadic Travelling when required
- Demonstration of wide Understanding of Public Entities Planning and reporting Cycle and processes
- Reflect knowledge of Conceptualisation ,Analytical data reading and problem solving skills
- Knowledge of evidence based Planning and Reporting, including report writing skills.

KEY AREAS OF RESPONSIBILITIES

1.1. Management Functions

- Oversees and provide direction for Registration and Teacher Professionalisation Division
- Oversees the implementation of Council policies and resolutions.
- Ensures implementation of sound administrative policies to enhance productivity and efficiency.
- Manages the performance of the Registration Manager and the Teacher Professionalisation Manager.
- Ensure the optimal operation of areas of competency incl. resources and infra structures support
- Coordinate, facilitate and supervise the development of the Divisions' five year strategic ,annual performance and operational plan in line with relevant national framework
- Develop processes to advice Ministers of Education and the profession on broader educational matters.
- Formulate strategies, systems and procedures of the Registration process.
- Account to the CEO, Executive Committee and the Council.
- Any occasional duties that may be assigned by the CEO to facilitate the smooth running of SACE.

1.2 Registration Management

- Ensures that the registration process and system meet the Council's requirements regarding:
 - Management reporting capabilities;
 - Adequate controls (prevention of fraud, accuracy, etc.).
 - Liaise with other members to ensure accurate record keeping of levies and outstanding amounts.
 - Review the Registration Criterion and Procedures
 - Help to maintain SACE Register for qualifying and registered Educators
 - Liaise with other stakeholder in the education, fraud and law enforcement space such as SAQA, Universities, Department of Education, SAPS, Hawks, Department of Justice and child protection etc.
 - Serve as the Custodian of the Online Registration system and other related teacher Professionalisation systems.
 - Provide strategic direction on Conceptualisation, design and

implementation of :-

- Registration Strategies

1.2. Teacher Professionalisation

- Oversee Teacher Professionalisation Unit
- Provide strategic direction on the Conceptualisation ,design and implementation of Teacher Professionalisation Policy ,strategy and Plans
- Monitor and Evaluate the implementation of Teacher Professionalisation path at Provincial and National levels against the quarterly and annual targets and plans
- Ensure structured process to support learning from Registration and Teacher Professionalisation Monitoring and Evaluations findings and use of the learning in strategic and operational plans
- Refining the teacher Professionalisation model, from time to time, on the basis of implementation feedback
- Implement the professional standards process
- Facilitate the ongoing teacher Professionalisation and professional standards consultation processes with all the SACE stakeholders
- Manage the development of the Annual Performance Plan and Annual Report for the divisions
- Manage and Evaluate the teacher Professionalisation activities and outputs
- Produce monthly, quarterly, and annual reports on the teacher Professionalisation activities and outputs

1.3. Public Relations and Development

- Ensures that the Council is represented at relevant education related forums, working groups, official functions and professional bodies.
- Maintains relationships with regulatory bodies of the education profession inside and outside the country.
- Pro-actively contribute (in consultation with the Council) to policy development in the field of education.
- Formulate SACE's position on policy proposals by government and other structures for consideration by the council.
- Establish and manage relationships with all SACE stakeholders (e.g. SAQA, HEQC, DBE, DHET, UMALUSI etc.)
- Conducts research pertaining to education and educators' related matters.

2. POSITION: HEAD OF DEPARTMENT (Senior Manager): Ethics and Professional Development x1

Salary :SACE offers attractive salary package

Qualifications and Experience

- Matric Certificate, Postgraduate qualification at NQF Level 8 or above, preferably in the Education or Legal Field.
- 8 years relevant experience, of which two should be at Managerial Level. In-depth knowledge of education policy and management will be an added advantage.
- 10 years' experience in Education and Legal Field is preferable
- Computer literate, Communication and Public Relations Skills, Research Skills, Extensive knowledge of SACE Programmes and Activities

REQUIREMENTS (skills)

- Ability to speak at least two South African languages
- Proven Managerial/Leadership/Strategic Thinking and Planning Skills, Ability to develop and maintain excellent interpersonal relations (acceptable to a SACE Constituency), and General Office Management Skills.
- Demonstrate in depth knowledge on relevant legislations such as National Development Plan , SACE Act and SACE Code of Professional Ethics and Procedures ,Knowledge of Case Management Systems and processes and Continuing Professional Development
- Have in-depth knowledge on Strategic Planning, Monitoring and Evaluation and Government –wide National Evaluation Policy and Framework
- Understanding of Public entities Planning and Reporting cycles and processes
- Strong Analytic and data reading, Conceptualisation ,Knowledge of Evidence based Planning and Reporting ,Problem Solving skills
- Sporadic travelling when required

KEY AREAS OF RESPONSIBILITIES

2.1 Management Functions

- Oversee the management and provide direction to the Ethics and legal and Professional Development Divisions.
- Oversee Planning, Monitoring and Evaluation, Research and Reporting activities of Professional Development and Ethics and Legal Divisions.
- Provide strategic operations of the division to ensure efficiency and effectiveness in execution of SACE mandates.
- Provide leadership and strategic direction on Conceptualisation, design and Implementation of :
Professional Development Policy
Ethics Case Management System and Processes
Teacher Education and Support
- Rendering technical and legal advice to the CEO, EXCO and council.
- Review the Code of Professional Ethics regularly

- Formulate strategies ,systems and procedures of the enforcement of the code of Professional ethics amongst educators
- Implement Council policies within area of responsibility

Ensures implementation of sound administrative policies to enhance productivity and efficiency.

- Manages the performance of the Ethics manager and the Professional Development Manager and attend to their development needs.
- Efficient deployment of personnel to SACE structural meetings and SACE activities
- Responsible for innovation within area of competency, which contributes to excellence in education, protection of the professional and members in the profession and/or enhancing the status of the profession.
- Ensure the optimal operation of areas of competency incl. resources and infra structure support.
- Oversee the implementation of the Continuing Professional Teacher Development management system and Teacher Professionalisation Programmes and serve as the Custodian of the same system

2.2. Professional Development

- Ensures that all programmes and projects of SACE are of a high standard and are operating efficiently and effectively. Guidance should be provided to staff responsible for the day-to-day management of such programmes and projects.
- Work with communication department in ensuring that advocacy programmes in relation to ethical professional matters are in place.

2.3 Ethics Management

- Ensures Continuous, implementation and maintenance of a professional Code of Ethics for educators, to enhance the dignity and status and protection of the teaching profession and its members.
- Work with communication department in ensuring that advocacy programmes in relation to ethical professional matters are in place.

2.4 Public Relations and Development

- Ensures that the Council is represented at relevant education related forums, working groups, official functions and professional bodies.
- Maintains relationships with regulatory bodies of the education profession

inside and outside the country.

- Pro-actively contribute (in consultation with the Council) to policy development in the field of education.
- Formulate SACE's position on policy proposals by government and other structures for consideration by the council.
- Work collaborately with all stakeholders and manage the relationships (e.g. ETDP-SETA, DBE.DHET, SAQA, HEQC etc.)
- Conducts research pertaining to education and educators' related matters.

3. POSITION: PROFESSIONAL DEVELOPMENT MANAGER X1

Salary :SACE offers attractive Salary package

Qualifications, Skills and Experience

- Matric Certificate, Degree/Diploma pitched at NQF Level 7 or above, in the training and Development within Education sector.
- 5 years relevant experience of which 3 years should be at Management level , in the training and development within the education sector will be preferable
- Computer literate, Research, Policy Development, English writing, Networking, Facilitation

REQUIREMENTS

- Ability to speak at least two South African languages
- Managerial and Interpersonal skills.
- Demonstrate knowledge of South African Schooling System, SACE Professional and teacher regulatory framework and applicable legislations
- Knowledge of Computer, Research, Conceptualisation, Policy Analysis, Communication, Writing, Networking, Facilitation and Presentation

KEY AREAS OF RESPONSIBILITIES

3.1. Professional Development and Management

- Manage the Professional Development Division
- Implement duties that may be assigned by Head of Department from time to time to ensure smooth functioning of SACE.
- Conceptualise, design and implement programmes that promote and protect the image of the teaching profession.
- Provide technical advice and support on relevant matters to the Head of the Division.
- Facilitate and implement SACE strategy and policies on Professional Development, Annual and periodic operational plans to achieve strategic objectives of SACE and Professional Development.
- Implement Council Policies and Decisions.
- Ensure implementation of sound Administrative policies and procedures

for efficiency and productivity.

- Manage and support the implementation of the CPTD system and other Development and Support Programmes.
- Develop, Implement and review the Teacher Support and Assistance Strategy and Plans.
- Manage, support and monitor the work of the SACE CPTD Provincial Coordinators.
- Manage and liaise with teachers on their PD Points status.
- Manage and collaborate with ICT unit on CPTD Self –Service Centre, MS functionality and educator database CPTD-IS and Educator Self-Service web portal.
- Collaborate with Communication Unit on advocacy for Professional Development.
- Produce monthly, quarterly and annual reports for Professional .development Division and further collaborate with Communication Unit to produce SACE bi-Annual Professional Journal/Magazine.
- Overall management of the Professional Development of teachers within SACE.

3.2. Public Relations

- Develops, in consultation with the Head and CEO, public relation concepts to promote and advocate the programmes of SACE.
- Represent the Council in all delegated meetings and forums
- Contribute to Policy development in the field through the Head of the Division
- Conduct Research and report to the Head of Division on relevant educational matters.
- Formulate SACE policy positions as requested from time to time on relevant matters.
- Maintain relationships with relevant regulatory bodies in the profession
- Work collaborately with Provincial Education Departments and all relevant stakeholders in coordinating ,managing and Facilitating CPTD and other Professional development programmes at National, Provincial and District level

3.3 Project management

- Any occasional duties and/or projects that may be assigned by the Head, CEO and Council structures to facilitate the smooth running of the SACE
- Prepare recommendation/position papers for attention Head, CEO and council structures, based on research conducted.
- Develop, and maintain, in consultation and with the support of the IT

Specialist, information systems required for the efficient and effective management of the professional Development portfolio.

- Participates in the selection and ensure the effective management of consultants and specialists required with own area of responsibility.
- Editing of minutes of all committees within competency
- Timeous preparation of reports and submission of information as required by the Head, CEO and council structures
- Provides input for the provision and preparation of budget, in collaboration with the CFO.
- Ensures that ethical standards, sound human relations, team spirit and high levels of morale are maintained throughout the Professional Development Department.

3.4. Communication

- In consultation with Head and/or CEO communicates with SACE and “sister” organisations regarding results of research conducted.
- In consultation with the Head and/or CEO liaise and develop relations with relevant bodies, agencies and organizations both nationally and internationally.
- Develop relationships and liaise with public relations agencies in consultation with the HEAD and CEO.
- Provide assistance (e.g. presentations, statistics etc.) to representatives in preparation for media interviews, speeches, and workshops.
- Assist the Head and CEO on media enquiries as requested.

4. POSITION: MANAGER – PLANNING AND RESEARCH X1

Salary :SACE offers attractive Salary package

Qualifications and Experience

- Matric Certificate, Degree/Diploma at NQF Level 7 or above, in Public Management
- Post graduate degree in the field of Public Management will serve as an added advantage
- Five years’ experience of which 3 years should be at Managerial Level will be an added advantage
- Advanced Computer skills, particularly Microsoft Office suite applications

REQUIREMENTS

- In-depth knowledge and understanding of the National Development Plan, Medium Term Strategic Framework; Strategic Planning & Annual Performance Planning Processes and Frameworks; Government-wide Monitoring and Evaluation Frameworks, Performance Information Framework, and National Evaluation Policy
- Knowledge of Educational Policies and Public Audit Act regarding Performance Information reporting
- Understanding of public entities Planning and Reporting cycle and processes
- Management and Coordination skills
- Strong analytical skills, including expertise in analysis of data
- Knowledge of evidence-based planning and reporting
- Good Communication skills

KEY AREAS OF RESPONSIBILITIES

4.1 MANAGEMENT

- Manage the Planning, Monitoring and Evaluation, Reporting and Research Activities
- Manage the verification processes of reported performance information for auditing to reduce the risk adverse of adverse opinion
- Support and capacitated all the Divisions and Committees with the Planning, Monitoring and Evaluation, Reporting and Research Activities;
- Manage the compilation of performance information reports on a quarterly and annual basis;
- Manage the compilation of performance information reports on a quarterly and annual basis;
- Develop and implement processes to advice the Ministers of Education and Higher Education and Training, Council and the profession on broader educational matters and teacher education and development specifically

4.2 PLANNING and REPORTING

- Coordinate, facilitate and supervise the development of the organisation's five-year strategic, annual performance and operational plans in line with the relevant national frameworks;
- Conceptualise, design and implement planning, monitoring and evaluation and research programmes;
- Coordinate and manage activities in the office of CEO including Planning and Reporting
- Facilitate the process of reviewing the organisation's strategic, annual and

- operational plans;
- Develop and implement the organisation's monitoring and evaluation framework, plans, and tools' in line with the relevant public entities frameworks and policies;
- Produce the organisation's monitoring and evaluation reports

4.3 RESEARCH

- Establish and manage the SACE Resource Centre;
- Develop the SACE Virtual Library for Teachers; and
- Conduct research in line with the SACE research Agenda;
- Develop and implement the SACE Research Dissemination Strategy;

5. POSITION: ASSISTANT MANAGER SUPPLY CHAIN X1

Basic salary : R387 903 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, An appropriate 3-year National Diploma/Bachelor's degree, in Supply chain/Logistics
- Three years relevant supervisory experience
- Computer literate, Good knowledge of MS Office application suite
- Good Interpersonal Relations and organisational skills

KEY AREAS OF RESPONSIBILITIES

5.1. Demand Management

- Maintain up to date SCM policy (alignment with recent legislative frameworks and regulations)
- Develop and implement strategic sourcing plan (Projection)
- Manage and administer the Integrated Procurement System
- Ensure compliance with all relevant Supply Chain Management Legislation and Policies
- Prepare Procurement Plans and be responsible for Bid administration
- Accomplish the purchasing objectives within the available budget at the lowest possible level of administrative costs.

5.2. Acquisition Management

- Processing of purchase orders
- Manage store and inventory (stocktaking, issuing)
- Determining the bid evaluation criteria
- Compiling bidding documents
- Ensuring that goods and services are procured only from approved sources of supply
- Ensuring that budget is sufficient for the services to be procured

5.3. Asset Management

- Manage and maintain Asset Register
- Management of asset life cycle
- Management of asset movement
- Management of losses and disposal of redundant and obsolete assets
- Management and reporting on asset verification findings and quarterly spot checks
- Ensure that reconciliation between the Asset Register performed quarterly
- Preparation of annual and Interim Financial Statement inputs on assets
- Verification of asset in Provinces if required

5.4. Contract Management

- Compile and maintain contract register and report on Commitments
- Develop service level agreement for contract management and administration
- Monitor and coordinate supplier performance
- Monitor non-compliance with contractual conditions and requirements
- Adherence to specific delivery date and lead times

6. POSITION: ASSISTANT MANAGER BOOKKEEPING AND PAYROLL X1

Basic Salary: R387 903 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, An appropriate 3-year National Diploma/Bachelor's degree, in Finances (Accounting)
- Three years relevant supervisory experience in bookkeeping and Payroll
- Computer literate, Good knowledge of MS Office application suite
- Good Interpersonal Relations and organisational skills

KEY AREA OF RESPONSIBILITIES

6.1. Creditors Management

- To ensure sound creditors management.
- Ensure the administration and reconciliation of supplier accounts and supplier payments in terms of the PFMA.
- Assist in managing and oversee account payable functions.
- Ensure that all suppliers comply with National Treasury CSD requirements prior to payment.
- Coordinate the efficient and effective daily operation of the processing of accounts payable.

6.2. Cash Flow Management

- Manage the banking and cash flow management (projections)
- Coordinate the overall maintenance of bank accounts.
- Coordinate manual and electronic bank reconciliation processes.
- Coordinate allocation of unknown receipts.

6.3. Payroll Management

- Proper filing of payroll documents.
- Provide inputs into the pension's payment policy
- Institute all authorized salary deductions.
- Approve pension payments.
- Compile reconciliation of payroll and pensions changes.

6.4 Bookkeeping

- Assist the Finance Manager with the preparation of the financial statements, compliance reports and reporting.
- Manage bookkeeping and the clearance of suspense accounts.

7. POSITION: FINANCE CLERK (REVENUE) 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

KEY AREAS OF RESPONSIBILITIES

7.1 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 banking of EFT" s
- Ensure that online and EFT membership payments are captured and accounted for: membership Information capturing of cash receipts.

7.2 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

7.3. Cash and banking

- Daily processing of ONLINE system banking.

8. POSITION: FINANCE CLERK (BOOKKEEPING) X2

Basic Salary: R159 531 per annum excluding benefits

The Council also offers the following benefits:

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

Qualifications, Skills and Experience

- Matric Certificate ,Diploma/ degree in Administration /Commerce

- 1years relevant experience
- Computer literate, Pastel Accounting and other Accounting systems will be an added advantage
- Good communication skills, interpersonal skills

KEY AREA OF RESPONSIBILITIES

8.1 Payment administration

- Check, verify and capture local and international travelling claims/advances on Nedbank system
- Identify fruitless and wasteful expenditure and follow-up with the account owner on Resettlement.
- Handle all correspondences with regard to claims, advances and payments receipts
- Maintain a register of all subsistence and travel claims
- Capture suppliers' payments on the Nedbank system
- Any occasional duties that may be assigned by the Finance Manager/ Assistant to facilitate the smooth running of SACE

8.2 Creditors management

- Ensure that suppliers are paid within 30 days.
- Follow up with creditors for accounts reconciliation.

9. POSITION: FINANCE CLERK (PAYROLL) 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 , an appropriate three years degree /diploma in Administration /Commerce
- 1-year relevant experience
- Computer literate, Pastel Accounting and other Accounting systems will be an added advantage
- Good communication and interpersonal skills

KEY AREAS OF RESPONSIBILITIES

9.1 Payroll Administration

- Setting up new employee files manually and electronically.

- Maintaining salary changes on manual files
- Maintaining medical, pension, and other third-party documentation on payroll files
- Undertaking required reporting, both internal and statutory reporting i.e. SARS, Compensation commissioner
- Ensure compliance with Human Resources policy and procedures
- Maintain travel and subsistence allowances regularly
- Maintain termination and appointment documentation
- Maintain Staff Loans documents and ensure compliance to Human Resource policy

9.2 Data capturing

- Capturing payroll related monthly journals
- Capturing interest on staff loans

10. POSITION: FINANCE CLERK (CASHIER) 1X

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, 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 is 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.

11. POSITION: FINANCE CLERK (CASHIER) 1 X DURBAN 5 YEAR CONTRACT

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, 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 AREAS OF RESPONSIBILITIES

11.1 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 is handed to the Financial Officer for the preparation of a duplicate cheque.

11.2 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.

12. POSITION: LEGAL AND ETHICS OFFICERS X 4

Basic Salary: R246 408 per annum excluding benefits

The Council offers the following benefits:

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

Qualifications and Experience

- Matric Certificate, An appropriate Diploma /Degree in Law , relevant qualification in Investigations or paralegal qualification
- 3 years relevant experience
- Computer literate, Good knowledge of MS Office application suite
- Drivers Licence (Code 8 or above)
- Experience in Investigations, Prosecutions and Chairing cases will be an added advantage

REQUIREMENTS

- Negotiation/Arbitration/Mediation /Prosecution skills. Research Skills, Litigation, Court Practice and alternative dispute Resolution.
- Communication , Interpersonal and Communication skills
- Sporadic travelling when required,
- Ability to speak two or three South African languages

12.1. 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

12.2. 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 Assistant Manager, Manager and the Head of the Division or the CEO to facilitate the smooth running of the SACE.

12.3. Public Relations

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

13. POSITION: ICT TECHNICIAN (JUNIOR SYSTEM ADMINISTRATOR) X1

Basic Salary: R177 079 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, An appropriate three years diploma / Degree in Information Communication and Technology
- 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 AREA OF RESPONSIBILITIES

13.1. 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.

13.2. 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.

14. POSITION: 1 X ADMIN OFFICER (SACE Bloemfontein Office, on 5 years contract)

Basic Salary: R198 329 per annum excluding benefits

The Council also offers the following benefits:

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

Requirements, Skills and Experience

- Matric Certificate, Diploma/Degree in Office Administration /Commerce
- 1 year relevant experience
- Ability to speak two or three South African Languages
- Interpersonal and Communications skills

Good Computer Knowledge, Microsoft Application suite

- Sporadic travelling when required

Key areas of responsibilities

- **Registration administration**

- Process registration and scanning of processed batches to head office;
- Check application against registration requirements;
- Verifies amounts deposited into SACE bank account;
- Capture the form into the system;
- Issue a coded Provisional certificate;
- Batch the forms to Head Office for authorisation;
- Issue Re-Prints and Renewals;
- Verifies the amount required for registration;
- Oversee all applications which do not meet registration requirements and verify with Provincial Head;
- Verifies captured forms before release to Provincial Head;
- Searches educators' registration status, details, etc.
- Monitors the work of registration.

- **Maintenance of registers**

- Maintain register of all walk-in educators;
- Maintain register of all certificates collected by educators;
- Keep register of all reported Ethics cases updated;
- Refer all reported Ethics cases to the Head office for processing.

- **Handling of queries**
 - Resolution of educator queries incoming;
 - Attends to enquiries regarding registration of educators. (Postage and walk-ins);
 - Handles correspondence, information and reports related to registration of educators;
 - Maintenance of the principles of Batho-Pele; and
 - Assist public to report cases
- **Promoting of PD and CPTD**
 - Assist educators with sign-ups;
 - Handling of all PD and CPTD queries; and
 - Provide resource materials to educators to enhance their development.
- **General Administration**
 - Report all maintenance issues to the Provincial Head; and
 - Arrange meetings with relevant stakeholders.
- **Reporting**
 - Assists the Provincial Head with reports; and
 - Any occasional duties that may be assigned by the Provincial Head to facilitate the smooth running of SACE provincial office.

15. POSITION: INTERNAL AUDITOR X1

Basic Salary: R387 903 per annum excluding benefits

The Council also offers the following benefits:

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

Qualifications and experience

- Matric Certificate, Degree/Diploma in Internal Auditing at NQF Level 7
- Certified Internal Auditor (CIA)/ CA
- Minimum 3 years relevant experience in Internal/External Auditing
- Minimum 2 years in Management position
- Knowledge of the requirements of the Public Finance Management Act, 1999
- Experience in leading and managing an internal audit division will be an added advantage

KEY AREAS OF RESPONSIBILITY

Overall responsibility

Provides strategic direction, manage and execute the Internal Audit Activity, co-ordinate specific processes to support the implementation and execution of the Internal Audit Plan, monitoring compliance, presenting audit findings and recommendations and providing assurance of compliance with statutory requirements, policies and procedures in line with the Institute of Internal Auditors Standards and the organisation's policies and procedures

Key areas of responsibility

- Developing the organisations internal audit strategy and policies
- Preparation of a risk-based audit plan and internal audit program.
- Ensuring compliance with the Public Finance Management Act, 1999 and Treasury Regulations.
- Managing the Internal Audit Department which includes planning of audits, forensic audits, reporting on audits and applying fraud policies and guidelines within the organisation.
- Advising and consulting on risk management.
- Evaluating risk exposure relating the organisation's governance, operations and information systems based on the reliability and integrity of financial and other operational information, operating efficiency, safeguarding assets, compliance with legislation and other regulations.
- Developing and managing a formalised risk-based strategic audit plan, based on the assessment of key risk areas and ensuring that risk mitigation procedures are implemented.
- Proper reporting on audits and ensuring that required corrective actions are implemented.
- Reporting to the Chief Executive Officer and CFO on the internal audit plan, internal controls, accounting procedures and practices, risk and risk management, investigations, risk assessments and other ad-hoc assignments.
- Liaising with external auditors and ensuring external audit findings are corrected.
- Overseeing and providing quality control on internal audits performed ensuring that professional standards are maintained at all times.
- Issuing final audit reports with agreed recommendations and signing of by the audit committee.
- Building and maintaining professional relationships with management in the organisation via regular liaison to address concerns, audit findings, recommendations and other pertinent matters.

16. POSITION: ASSISTANT MANAGER: REVENUE AND BUDGETING X1

Basic Salary: R387 903 per annum excluding benefits

The Council also offers the following benefits:

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

Qualifications and experience

- Matric Certificate, National Diploma/Bachelor's degree in Finance/Commerce at NQF Level 7
- Three years relevant experience
- Five years financial experience is preferable
- Computer literate, Good knowledge of MS Office application suite
- Good Interpersonal Relations and organisational skills

KEY AREAS OF RESPONSIBILITY

16.1. Revenue Collection

- Provide revenue planning services (projections).
- Participate in identification and maintenance of revenue sources.
- Communicate revenue targets to all role players at council and develop a revenue collection plan.
- Monitor revenue collection and provide revenue reconciliation services.
- Ensure daily banking of cash and cheques

16.2. Debtors management

- Monthly reconciliation of treasury data
- Monitor and reconciliation of age analysis
- Follow up and trace all debtors that do not pay and resolve in terms of debtors Policy.
- Compile submission for write-offs of irrecoverable debts.
- Compile submission for write-offs of irrecoverable debts.
- Compile submission for write-offs of irrecoverable debts.

16.3. Budget preparation

- Preparation of revenue budget.
- Prepare MTEF/ENE budget annually
- Assist the Finance Manager with the divisional budget allocations
- Assist sections with budgeting and procurement plans

16.4. Budget Monitoring

- Assist the Finance Manager with the monitoring of divisional budget.
- Issue monthly budget reports.
- Prepare quarterly budget variance report to FINCO

17. POSITION: ICT TECHNICIAN (JUNIOR DEVELOPER) X1

Basic Salary: R177 079 per annum excluding benefits

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 three years 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 AREAS OF RESPONSIBILITY

18. POSITION: ASSISTANT MANAGER POLICY & RESEARCH X1

Basic Salary: R331 541 per annum excluding benefit

The Council also offers the following benefits:

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

Qualifications and Experience

• A three-year Degree at NQF Level 7 in the fields of Education • A Post-Graduate Degree in Policy and Research in the field of Education, Humanities or Social Sciences will be an added advantage • Three years relevant experience • Five years' experience in the field of Education, Policy and Research will be an added advantage • Computer literate, Good knowledge of MS Office application suite.

KEY AREAS OF RESPONSIBILITY

- Assist the Planning & Research Manager to engage in policy processes including policy research around teacher education and ongoing professional development to influence professional development of educators.
- Assist the Planning & Research Manager to facilitate and conduct research into education and teacher training in particular to influence policy decisions and to ensure standards of training and development are based on sound research.
- Assist the Planning & Research Manager to manage contracts of research service providers.
- Work closely with research institutions/organizations/units, faculties of education for purposes of establishing ongoing research collaborations and partnerships.
- Develop and maintain the teacher education and development research database.
- Coordinate and organize SACE teacher education and development conferences and seminars on researched topical areas with the view of supporting national policy and contributing to the teacher education and development debates and discussions within the profession.
- Assist in establishing and maintaining well-functioning teacher education and development resource centre for supporting SACE and stakeholders research work.

PUBLIC RELATIONS

- Assist the Planning & Research Manager in developing public relation concepts to promote the programmes of the SACE.
- Communicates with SACE and “sister” organisations regarding results of research conducted.
- Liaise and develop relations with relevant bodies, agencies and organizations both nationally and internationally.

PROJECT MANAGEMENT

- Any occasional duties that may be assigned by the Planning & Research Manager to the facilitate the smooth running of the SACE
- Oversee general research, under the guidance of the Planning & Research Manager, to ensure that it is recognised as a leading contributor in the field of professional standards for educators.
- Assist the Planning & Research Manager with preparing recommendation/position papers for attention CEO and council structures, based on research conducted.
- Ensures that ethical standards, sound human relations, team spirit and high levels of

morale are maintained throughout the area of responsibility.

19. POSITION: ADMIN CLERK: TEACHER PROFESSIONALISATION X 1

•**Basic Salary: R159 531 per annum excluding benefits**• The Council also offers the following benefits Housing Allowance, Medical Aid Allowance, Pension, UIF, and 13th Cheque.

Requirements, skills and Experience

•Matric Certificate • Diploma /Certificate in Administration/ Management Assistant/ Office Management • Minimum 1 year relevant experience • Fast and accurate typing skills. Ability to work closely with the sub-divisions within the Professional Development Division and other SACE Divisions. Can handle multiple administrative tasks simultaneously. Proficiency in MS Office. • Knowledge of office work methods and procedures. Troubleshooting to rectify challenges. Communication Skills. Organisational skills. Record Keeping. Ability to handle the organisation's confidential information.

KEY AREAS OF RESPONSIBILITY

- Arrangements of the internal Teacher Professionalisation meetings, seminars, conferences and packs.
- Providing administrative support to the Assistant Manager Teacher Professionalisation activities and programmes.
- Assist the Assistant Manager Teacher Professionalisation in coordinating the activities of the division.
- Assisting the Assistant Manager with teacher queries received through member @sace e-mail account, fax and telephone.
- Handling travel and accommodation arrangements in the Teacher Professionalisation division.
- Assist the Assistant manager with the monitoring and support of the performance information in the division.
- Handle the division's correspondence and mane diary.
- Filling and retrieving documents
- Assists with compiling Word, PowerPoint and excel documents.
- Manage a database of Teacher Professionalisation stakeholders.
- Assist with any other duty assigned by the Assistant Manager.

20. POSITION: ADMIN CLERK- PLANNING AND REPORTING X 1

Basic Salary R 159 531 per annum excluding benefits

The Council also offers the following benefits:

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

Requirements, skills and experience

•Matric Certificate •Degree/Diploma in Administration/Management Assistant/Office Management will be an added advantage and /or data capturing experience •Computer

literacy, Good knowledge of MS Office•Written and verbal communications skills; Good organisational skills, ability to manage work tasks skills.

KEY AREAS OF RESPONSIBILITY

- Arrangements of the internal Planning, M&E and Reporting sub-divisional meetings, seminars, conferences, and packs.
- Handling and Tracking of the sub-division's Leave Forms in collaboration with Human Resource Division.
- Providing Administrative support to the Sub-Division Activities and Programmes.
- Assist the Assistant Manager and Manager in coordinating the Divisional Activities.
- Assisting the Manager and Assistant Manager with queries received through email, fax, walk-ins and telephone.
- Assisting with data capturing in the sub-division.
- Handling travel and accommodation arrangements in the Sub-division.
- Assist with the monitoring and support of the performance information in the sub-division.
- Handle the Sub-divisional correspondence and diary.
- Assist in coordinating the sub-divisional Plans, reports and provincial activities
- Assist with the administrative support of the Planning, Monitoring and Evaluation and Reporting Processes and activities.
- Filing and retrieving in the sub-division.
- Assist with compiling Word, PowerPoint and Excel Documents.
- Manage a database of the sub-division stakeholders.
- Assist with any other duty assigned by the Manager and Assistant Manager.

Send your comprehensive application letter and CV for the position applied for, and certified copies of ID and qualifications, 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 21 September 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.**