



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 a committed, passionate and talented individual to enhance its dynamic team and as such, we are inviting applications for the following vacant position:

1. Position: CPTD Provincial Coordinators– 1x North West, 1 x Limpopo and 1x Kwa-Zulu Natal and 1x Western Cape

Basic Salary: R371 068 per 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 (7) years' experience in the education system ● Excellent presentation and Communication Skills ● Knowledge Microsoft Office package (Word, Power Point, Excel at least)
- ●Knowledge of the South African education system 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 ● 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 .

2. Position: Communication and Stakeholder Manager

Basic Salary: R538 649 per annum and benefits

Salary Band: D2

Requirements, Skills and experience

- Matric, Bachelor 's Degree in Communication or equivalent qualification
- Minimum of 5 years' experience in the communication field
- Good presentation skills,
- Excellent written and verbal Communication skills,
- Proficiency in MS Office and related computer Skills
- Good Interpersonal Relations and organisational Skills, ability to coordinate communication activities
- Knowledge and Understanding of the education stakeholders
- Prepared to travel extensively and to work outside normal working hours and during weekend
- Be a team-player and be able to work independently with minimal supervision.

Key areas of responsibilities:

- Corporate Image – improving the SACE brand affirmation and visibility
- Executive Office Communication and Advisory – Collaborate with relevant stakeholders to achieve the desired outcomes for Council as well as for the CEO and SACE Provincial offices
- SACE Communications and Stakeholder Relations - Develop and execute Communication Strategy, Stakeholder Relations Strategy for SACE initiatives and reports
- Crisis and Reputational Risk – media and stakeholder monitoring, maintaining records, preparation of proactive and reactive responsive
- Publication Management - Planning, writing, compilation and production of the SACE Annual Report, Newsletters, Pamphlets, Brochure, publications; scripts and other related material

- SACE Strategic Events – Provide support to all SACE events and managing special events including the World Teachers’ Day, Fun Walk, outreach programmes and CEO-led events; develop content, scripts, project plans, presentations; manage output and compilation of reports
- Call Centre – Manage the SACE Call Centre
- Operations and Project Management – support on initiatives (writing, editing, project management) and sourcing relevant support from Managers within SACE as required
- Financial management – Ensure good financial management of the Communications Division
- Human Resource – Ensures that ethical standards, sound human relations, team spirit and high levels of morale are maintained throughout the Communication

3. Position: Committee Secretary x1

Basic Salary: R317 152 per annum and benefits

Salary Band C2

Qualifications, Skills and Experience

-Matric Certificate, Diploma in Office Administration or equivalent Office administrative qualification. Good Human Relations Skills. Communication Skills. Computer Skills-MS Office

-Good Report Writing Skills. Minutes taking Skills. Speed typing Skills

-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

3.1. 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.

3.2. 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.

3.3. 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

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 30 March 2021 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.