



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.Position: CPTD Provincial Coordinator x1 -Northern Cape

(5 years contract)

Basic Salary: R331 541 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.

Requirements, Skills and experience

- REQUIREMENTS: ●A recognised and appropriate three-year post matriculation or equivalent educational qualification at degree level ●At least five (5) years' experience at Managerial level or managerial experience in the education system ●Extensive knowledge of the South African Education System ●Knowledge and understanding of the CPTD Management System ●Ability to monitor and evaluate the implementation of the CPTD Management System in the province and produce the necessary reports ●Experience in the supervision of educators (school/office-based) ● 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: Legal and Ethics Officer x 1

Basic Salary: R246 408 per annum excluding benefits

Salary Band: C1

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 National Diploma /Degree in Law/ National Diploma in Labour Law / National Diploma in Labour Relations or equivalent
- 1-year relevant experience acquired after obtaining qualifications
- Two years relevant experience acquired after obtaining qualifications is preferable
- Computer literate, Good knowledge of MS Office, Negotiation/Arbitration/Mediation /Prosecution skills. Research Skills, Litigation, Court Practice and alternative dispute Resolution.
- Communication skills, Interpersonal skills and Communication
- Sporadic travelling when required,
- Driver licence is compulsory
- Ability to speak two or three South African languages

2. Assist the Ethics Manager in establishing, implementing and maintaining the Code of Professional Ethics

2.1 Assist the Ethics division in 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.
- From time to time, mediate in complaints where disciplinary action is not necessary
- Assist the Ethics Assistant 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 the Ethics Committee's decisions are implemented.

2.2 Administration

- Drafting of reports in respect of investigations and mediations conducted by them.
- Drafting of investigation notices and / or Mediation notices and / or Subpoenas for witnesses and / or summons and presenting those to the Assistant manager or manager or Head Ethics and Professional Development for review
- Any occasional duties that may be assigned by the Ethics Manager, assistant manager, Head Ethics and Professional development or the CEO to facilitate the smooth running of the SACE.

2.3 Public Relations

- Assist in the monitoring of newspaper reports and assist the Legal Affairs Manager in identifying cases of breach of the code of professional ethics

3.Position: Finance Clerk (Revenue) x1

Basic Salary: R159 531 per annum excluding benefits

Salary Band: B2

The Council also offers the following benefits:

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

Qualifications, Skills and Experience

- Matric Certificate with Bookkeeping or Accounting
- 1-2 years working experience
- Computer literate, Pastel Accounting system
- Good communication skills, interpersonal Skills

Job key responsibilities

3.1 Online Revenue Collections

- Ensure that all incoming online payments are accounted for: by capturing of online orders received 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 baking of EFT" s
- Ensure that online and EFT membership payments are capture and accounted for: membership Information capturing of cash receipts.

3.3 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

3.4 Cash and banking

Daily processing of ONLINE system baking

4. Position: Payroll Clerk x1

Basic Salary: R159 531 per annum excluding benefits

Salary Band: B2

The Council also offers the following benefits:

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

Qualifications, Skills and Experience

- Matric Certificate with Bookkeeping or Accounting
- 1-2 years relevant experience
- Computer literate, Pastel Accounting system
- Good communication skills, interpersonal skills

Job key responsibilities

4.1 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

4.2 Data capturing

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

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 26 July 2019. 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.