



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. The Council offers the following benefits: Housing Allowance, Medical Aid Allowance, Pension, UIF, and 13th Cheque

1. Position: CPTD Provincial Coordinators– 1x Western Cape

Basic Salary: R385 910 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 (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: Finance Assistant Manager-Bookkeeping and Payroll x1

Basic Salary: R528 273 per annum and benefits

Salary Band: C5

Requirements, Skills and experience

- Matric, an appropriate degree\equivalent
- Minimum of three years relevant experience and Completed articles
- Computer literacy, good knowledge of MS Office
- Good Interpersonal Relations and Organisational Skills

Key areas of responsibilities:

2.1 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.

2.2. 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.

2.3. 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.

2.4 Bookkeeping

- Preparation of the financial statements, compliance reports and reporting.
- Manage bookkeeping and the clearance of suspense accounts.

2.5. Specific complexity

- Prepare the appropriate account and financial statements.

3. Position: Committee Secretary x1

Basic Salary: R329 838 per annum and benefits

Salary Band: C2

Requirements, Skills and experience

- Matric, an appropriate degree\ diploma in Administration or equivalent
- Computer (word -processing) skills at 70 word per minute, minute taking skills, knowledge and hand-on experience in Registry Systems
- Two years relevant experiences
- Good Interpersonal Relations and Organisational Skills

Key areas of 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

4.Position: CPTD Data Capturer Officer x1

Basic Salary: R230 853 per annum and benefits

Salary band: B4

(5-year contract)

Qualifications, Skills and Experience

- Matric Certificate, National Diploma in Administration or related field
- Three years' experience of working as a Data Capturer
- Ability to supervise people
- Knowledge of MS Office (Word, Power Point, Excel, Database)
- Excellent verbal and written communication skills
- Good Human relations and team work
- Typing speed of 60 words per minute

Key areas of responsibility

Data Capturer Officer will be responsible for:

- Supervising the data capturers
- Checking for accuracy and reasonability of captured data and follow up with the appropriate sources if necessary.
- Ensuring data corrections and/or obtaining missing data in individual educator, school, provider, and evaluator records.
- Ensuring identification and consolidation of duplicate files and records, in both electronic and manual files.
- Ensuring that weekly/monthly/quarterly statistical reports are submitted regularly and timeously to the Senior Manager.
- Assisting management in the Division with the compilation of monthly, quarterly and annual reports and provides assistance with projections and other required reports.
- Assisting in conducting data verification quality audits on a regular basis and ensure correction of errors
- Undertaking any other functions as assigned by the supervisor.

5. Position: SACE Provincial Head x1 -KZN

Total Package: R841 195 per annum (All inclusive)

Salary Band: D1

Five years contract

Qualifications, Skills and Experience

- Matric Certificate, an appropriate three -year degree (in education qualification)
- Three years' relevant experience, preferably in Education.
- Computer Literacy, Research, Policy development, Communication, English writing, Networking and Facilitation.
- Sporadic travelling when required
- Excellent verbal and written communication skills

Key areas of responsibility

5.1 Manage the Provincial Office and provide leadership, direction, support and advice to the Provincial Office.

5.2 Develop the strategic and annual performance plan for the Provincial Office.

5.3. Manage the development of the operational plan for the Provincial Office in line with the strategic and annual performance plan of the Council.

5.4 Manage, monitor, evaluate and report on the implementation of the Province's operational plan, taking corrective actions where necessary.

5.5 Measure and monitor the achievement of strategic objectives of the Council within the Province and take corrective actions where necessary.

5.6 Responsible for the management of the budget of the Provincial Office and ensure that expenditure is in line with budget requirements

5.7 Oversee and manage the human resources within the Provincial office in an efficient and effective manner.

5.8 Plan, organize and control activities and resources pertaining to the proper and effective functioning of the Provincial Office.

5.9 Ensure good governance within the Province in line with relevant legislation, regulations and policies.

5.10 Oversee and ensure the implementation of all relevant policies, processes, procedures and tools, applicable to the Provincial Office and monitor implementation thereof.

5.11 Report on the activities of the Provincial Office to relevant stakeholders in line with requirements

- 5.12 Oversee and ensure the effective implementation of the complaints handling processes, systems and procedures within the Provincial Office
- 5.13 Provide input, upon request, regarding the finalization of national MOUs and to ensure implementation of those MOUs within the Province.
- 5.14 Ensure the maintenance of a proper and effective statistical reporting system for complaints within the
Provincial Office
- 5.15 Monitor compliance to service level agreements with regards to corporate support services provided to the Provincial Offices.
- 5.16 Manage the provision of facilities management services within the Provincial Office.
- 5.17 Monitor compliance to service level agreements with regards to corporate support services provided to the Provincial Offices.
- 5.18 Manage the assets within the Provincial Office in line with the PFMA, Treasury regulations and SACE policies
- 5.19 Manage the provision of records management/ archiving support services within the Province
- 5.20 Manage the provision of administrative support services to the provincial office.
- 5.21 Build the profile and image of the Council and effectively communicate the vision and objectives of the Council.

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 11 February 2022 Direct your Queries to Mary Chauke: 012 663 0429 or Mpho Moloi: 012 663 0422

NB. NO FAXED or E - MAILED APPLICATIONS WILL BE ACCEPTED AND NO Z83 FORM.

