



Date : 27 September 2016

Closing: 24 October 2016

SACE is looking for committed, passionate and talented individuals to enhance its dynamic team, as such; we are inviting applications for the vacant positions:

Division: PD and Research

1.1X Professional Development Assistant Manager: Provinces and Members

Basic Salary: R287 428

Salary Band: C3

The Council also offers the following benefits:

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

Requirements, Skills and

- An appropriate Bachelor's Degree in Education or Equivalent
- Minimum of 5 years' experience, preferably in the field of teachers' education and

Within the education sector

- Minimum of 3 years supervisory experience in the education field
- ICT skills, knowledge on Research and report writing, Policy development, Communications, Networking ,Facilitation ,Problem Solving, Planning, People Management, Time Management ,Decision Making and Delegating
- Sporadic travelling when required

Key Areas of Responsibility

1. Coordination & Member support: Provincial

- To work collaboratively with the Provincial Education Department and stakeholders in coordinating, managing and facilitating the CPTD management system at provincial, district, and school level.
- To monitor and support the implementation of the CPTD system at all levels of the system.
- To assist with the process of developing and reviewing professional development training and support material.
- To assist the Manager in consolidating the National & Provincial Orientation and Sign Up plan.

- To supervise, develop and provide ongoing support to the SACE provincial coordinators, resource persons and provincial core training team.
- To solicit educators views / feedback about the usefulness of the Professional Development (PD) activities and the use of Professional Development Plan (PDP).
- To provide educators with information on endorsed PD activities available on the database, points earned, and any other information they may want to know.
- To receive and analyse the reports on PD points received and provide advice and support to teachers and stakeholders.
- To attend to educator's queries and enquiries from Continuous Professional Teacher Development Information System (CPTD IS) and provide support and advice.
- To manage and provide support to educators at the CPTD self service centre.
- To participate in the national and provincial educational structures that deals with educational matters related to the activities of the PD Programmes sub-division.
- To attend stakeholders' conferences, meetings to advocate the CPTD Management System and Implementation.
- To prepare plans and reports as per directives.
- To provide support to the administration staff to effectively perform their duties.
- To provide secretariat services to the sub-division's committees, such as the CPTD Task Team and others.
- To assist with other Professional Development Programmes as requested by the Manager and Senior Manager

- **2.1x CPTD Provincial Coordinator: Eastern Cape Province**

- **3 year contract renewable on an annual basis**

- **Salary: R240 000 (NO BENEFITS)**

- **Salary Band: C3**

- SACE is inviting applications from interested individuals, including retired educators, to be appointed as the SACE CPTD Provincial Coordinator in the Eastern Cape Province. Appointment will be on a one-year renewable contract .. Selected individuals will be offered training before they commence with duties.

- REQUIREMENTS: ●A recognised and appropriate three-year post matriculation or equivalent educational qualification at degree level ●At least five (5) years' experience as Principal or Deputy Principal or any other equivalent 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 .

- **Division: SACE Provincial Office: Free State**

3. 1x Admin Officer, on a 1 year renewable contract.

Basic Salary: R171 940

Salary Band: B4

The Council also offers the following benefits:

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

Requirements, Skills and Experience

- An appropriate degree or equivalent
- 2 years relevant experience
- General knowledge of the South African Primary and Secondary Education system, knowledge of the Registration Criteria and Process. Practical Knowledge of the Computerized registration systems
- Ability to speak two or three South African Languages
- Interpersonal and Communications skills
- 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.

Send your application letter 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 24 October 2016. Direct your Queries to Mary Chauke: 012 663 0429/ Mpho Moloji: 012 663 0422

SECURITY CLEARANCE WILL BE DONE

NB. NO FAXED or EMAILED APPLICATIONS WILL BE ACCEPTED.