

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

DIVISION: INTERNAL AUDIT

1. Internal Auditor Technician/Clerk

Basic Salary: R173 083.00 excluding Benefits

Qualifications, Skills and Experience

- Degree / Diploma in Internal Auditing and studying towards Certified Internal Auditor (CIA)
- Minimum 1 year relevant experience in Internal Auditing

Overall responsibility

Execute the Internal Audit Activity, Execution of the Internal Audit Plan, preparation of audit working papers and ensuring 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

- Performance of basic risk assessment and control analysis
- Evaluation of financial, operational and legislative risks
- Execution of the audit plans and audit work programs based on the risk assessment process in order to provide assurance on the organisations governance, risk management and controls
- Execution of the work program as per requirements set in order to evaluate the effective and efficiency of internal control
- Preparation of audit findings and recommendations
- Follow up on management actions in response to the internal audit reports
- Evaluation of internal financial and operational control systems
- Building and maintaining professional relationships with management in the organisation via regular liaison to address concerns, audit findings, recommendations and other pertinent matters

Division Corporate Services

2. Admin Officer Corporate Services

Basic Salary: R112 059.00 excluding benefits

Requirements, Skills and Experience

- 3 year experience in office administration
- minutes recording or relevant qualification
- Neat, organised and systematic.
- Receptionist experience would be an added advantage.
- Must be able to converse in 2 official languages

Key areas of responsibilities:

- Provide support in a variety of capabilities, which may include: copy services;

Office supplies, equipment, and inventory, Administrative assistance etc.

- Ensure all documentations are properly filed for Corporate Service Department.
 - Taking minutes of council committee meetings
 - Handle and store mail securely to maintain the confidentiality of correspondence.
 - Transport mail between organization facilities.
 - Respond to inquiries from within the organization about mail delivery times and schedule.
 - Assist in stationeries requisition In charge of the maintenance of office up keeping and cleanliness, including meeting rooms and washrooms.
 - Support Corporate Services in some aspects of office administration including, but not limited to, maintenance, leasing, insurance, office equipment and purchasing of supplies.
- Perform any other duties as assigned from time to time.

Division: Finance

3. Assistant Manager: Finance

Basic Salary R 272 474.00 excluding benefits

Requirements, skills and experience,

- B Degree/National Diploma in a Finance related field.
- A minimum of (3) three years relevant experience of which 2 years must be at supervisory experience.
- Knowledge of the Public Finance Management Act and treasury regulations.
- A thorough knowledge of the planning and budgeting processes and prescripts of public service.
- A thorough knowledge of Standard Chart of Accounts and Public Service Economic Reporting Format.
- Working knowledge of financial management processes in the Public service. A working knowledge of strategic and planning processes in the Public Service.
- A working knowledge of different budgeting, forecasting and costing models and budgeting/ modelling techniques.
- A proven ability to give higher-level presentations.
- Knowledge of software packages, pastel accounting, pastel payroll Word, Excel and Power Point.

Key areas of responsibilities:

- Maintain creditors control accounts. Prepare creditors age analysis on a monthly basis.
- Ensure that all creditors are paid on time.
- Ensure that all payroll reconciliations are done on time.
- Liaise with SARS on a monthly basis. Ensure that all financial information is safe guarded. Prepare bank reconciliations on a daily basis. Prepare fixed asset reconciliations.
- Maintain finance lease register and prepare all amortizations.
- Assist the financial manager in terms of preparing monthly management accounts. Assist the financial manager in terms of preparing annual financial statements.
- Assist the financial manager deal with external and internal audits.
- Assist the financial manager in terms of budget monitoring. Ensure that budget reports are prepared on a monthly basis. Maintain debtors control accounts. Supervise the work of sub-ordinates. Prepare debtors age analysis on a monthly basis.
- Ensure that all debtors' statements are sent on a monthly basis. Liaise with the national treasury on a monthly basis. Reconcile all debtors' accounts.
- Reconcile all membership data from national treasury.
- Ensure completeness of revenue (all members on the database are accounted for in terms of revenue collections).
- Ensure that maximum revenue is collected.

4. Payroll Officer

Basic Salary: 139 312.00 excluding benefits.

People with disability will receive preference.

Requirements, skills and experience

- An appropriate B-Degree/National Diploma in Finance /Accounting; PLUS A minimum of three (3) years' experience in a Payroll/Financial Management environment.
- Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Assistant Manager: Finance, and will be responsible to ensure, in terms of the Public Finance Management Act, effective and efficient central payroll control for SACE.
- Possess expert knowledge of the legislative and practice notes on the management of policy imperatives informing the area of operation.
- Have the ability to analyse complex information and to transform that into user-friendly processes, policies and guidelines.
- Have the ability to prioritise issues and other work related matters and to comply with set time frames. High level of accuracy is required.

Be computer literate with proficiency in Pastel payroll, Pastel accounting, MS Office word and Excel Software applications.

Key areas of responsibilities:

- End to end processing of monthly payroll.
- On-going maintenance of payroll system and leave capturing. Updating and maintaining payroll records. Liaising with staff and management on payroll related queries.
- Maintaining leave and overtime reports. Interpreting awards and contracts in relation to employee appointments and performance.
- Undertaking required reporting, both internal and statutory reporting i.e. SARS, Compensation commissioner.
- Payroll administration – e.g. filing, setting up new employees.
- Calculation and payment of termination payments. Processing increases and calculation of back pays. Assisting the Assistant Manager with month end consolidation, reconciliation and payment of payroll and tax.
- Reconciling payroll related GL accounts.
- Calculating annual leave and Bonus provisions.

NB: The following benefits will be offered for the above Positions (1-4)

- **Housing allowance, Medical Allowance, Pension, UIF and Bonus.**

Contract Positions

- 1. SACE CPTD PROVINCIAL COORDINATORS (9 POSTS)
(3 Year Contract, Renewable on an Annual Basis)
Salary: R240 000 per annum (C3, No fringe benefits)**

•Provinces: Eastern Cape, Free State, Gauteng, Limpopo, KwaZulu-Natal, Mpumalanga, Northwest, Northern Cape, Western Cape.

SACE is inviting applications from interested individuals, including retired educators, to be appointed as the SACE CPTD Provincial Coordinators in the nine (9) provinces. Appointments will be on a one-year renewable contract until 31 December 2016. 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

NOTE: Preference will be given to candidates residing in the provinces listed above and short-listed candidates will be subjected to a competency assessment.

- Maintaining accurate schools, educators, providers and evaluators records and information
- Assisting with general administrative and secretarial duties as required by the Senior Manager
- Assisting in administering surveys and capturing data from the PD and Research Division as a whole
- Ensuring that weekly and monthly reports and statistics are submitted regularly and timeously to the PD and Research Management Team
- Undertake any other functions as assigned by the Supervisor

**2. Manager: Provinces and Members
(3 Year Contract, Renewable on an Annual Basis)
Salary: R611 792 per annum (D2, all inclusive)**

The Provinces and Members sub-division deals largely with the actual implementation of the CPTD system in provinces, districts and schools. It is also responsible for working collaboratively with the CPTD Provincial Coordinators in providing on-going support to teachers in terms of their manual and sign-up processes, availability and accessibility of the PD providers and activities databases, recording and reporting their participation in PD activities, utilization of the CPTD-IS self-service portal, managing the cycles and general information of the CPTD management system. In the light of this, the sub-division needs a person at to ensure effective implementation of the CPTD Management System at provincial level.

REQUIREMENTS:

●A recognised and appropriate post-graduate qualification in the education and/or management field. ●At least five (5) years experience as a manager 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 provinces and produce the necessary reports ●Experience in the supervision of staff ● 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 to the 9 provinces ● Project management skills ●A valid driver's licence ●●Passion for making a positive contribution to South African education.

Key areas of responsibilities:

- Manage the Provinces and Members Sub-Division
- Manage and support the implementation of the CPTD system in the 9 provinces
- Manage and monitor the work of the SACE CPTD Provincial Coordinators in the 9 provinces
- Work collaboratively with the Provincial Education Departments and all relevant stakeholders in coordinating, managing, and facilitating the CPTD management system at provincial, district and school levels
- Work collaboratively with the Policy and Research Sub-Division in monitoring the implementation of the CPTD system according to the provinces, cohorts, and types of PD activities educators participates in.
- Address, promptly, the issues raised by the monitoring and evaluation process in provinces
- Manage a system for liaising with members about points earned, including an alerting system to inform members about their PD Points status every year and during the final year of their three-year cycle.
- Work collaboratively with the Provider and Endorsement unit to advise the educators on approved providers and endorsed Professional Development activities
- Work collaboratively with the ICT Unit in managing the CPTD Self-Service Centre, SMS functionality on the CPTD IS, educator database on the CPTD-IS and educator self-service web portal
- Produce the CPTD system implementation reports on a weekly, monthly, quarterly and annual basis
- Develop educator support and advocacy content material on the CPTD system in consultation with the Communication Division

3. DATA CAPTURE OFFICER

(3 Year Contract, Renewable on an Annual Basis)

Salary: R213 503 per annum (B4, all inclusive)

REQUIREMENTS

- Recognised National Diploma in Administration or related area
- Ability to supervise people
- Three year experience of working as a Data Capturer
- Knowledge of MS Office (Word, Power Point, Excel, Database)
- Excellent verbal and written communication skills
- Good human relations and team
- Typing speed of 60 Words Per Minutes

Key areas of responsibilities:

Data Capture Officer will be responsible for:

- Supervising the Data Capturers
- Checking for accuracy and reasonability of captured data and follow up with 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

PLEASE NOTE: short-listed candidates will be subjected to a competency assessment.

**4. 2014/15 INTERNSHIP PROGRAMME
DATA CAPTURERS (One Year Contract)
Stipend: (R5000.00 per month, No benefits)**

The South African Council for Educators (SACE) is offering an internship programme for the 2013/2014 financial year in the Pretoria office.

Applications are invited from the candidates who have completed **N6 (awaiting workplace learning experience)** from the FET Colleges in the Business Studies fields.

REQUIREMENTS:

- Good Knowledge of MS Office (Word, Excel, Power Point, Database)
- Communication skills
- Typing speed of 60 words per minute

Key areas of responsibilities:

The data capturers will be responsible for the following:

- Capturing all the PD and Research data pertaining to educators, schools, providers and evaluators on the CPTD Information System, MS Office database and spreadsheet programmes and SPSS
- Maintaining accurate schools, educators, providers and evaluators records and information
- Assisting with general administrative and secretarial duties as required by the Senior Manager
- Assisting in administering surveys and capturing data from the PD and Research Division as a whole
- Ensuring that weekly and monthly reports and statistics are submitted regularly and timeously to the PD and Research Management Team
- Undertake any other functions as assigned by the Supervisor

The internship programme last for a period of one year from the beginning of February 2014 to the end of February 2013. The Interns will receive a monthly stipend determined by SACE. Interested candidates should forward their detailed **CV** and **certified copies of their ID and qualifications** (Matric certificate, N6 certificate/results) to the address below: **PLEASE NOTE:** short-listed candidates will be subjected to a competency assessment.

Please 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 22 January 2014. Direct your Queries to Mary Chauke: 012 663 0429/ Mpho Moloi: 012 663 0422