



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: ICT Specialist x1 (Head Office, Centurion)

Basic Salary: R537 654 per annum and benefits

Salary Grade C4

Qualifications and Skills

- NQF Level 7 qualification in the Information Communication Technology field.
- Computer literacy, good knowledge of MS Office
- 3 years relevant experience
- High level of Computer literacy, Good Knowledge of MS Office
- Good Interpersonal Relations and organisational Skills.
- Communication skills, verbal writing, Product knowledge.
- Problem Solving, Planning Skills, Time Management and Decision Making.

Job key responsibilities

IT Support

- Manage an internal information systems and technology (IS / IT).
- Support service to SACE's departments. Including:
 - Review of the functionality of existing functions as and when the need arises,
 - Advise SACE on the required action to be taken to ensure the optimisation of it's IS / IT infrastructure, and
 - Compile reports to structures and Management.
 - Manage all external support contracts with service providers.
- Any occasional duties that are linked to Information Technology that may be assigned by the Corporate Services Manager to facilitate the smooth running of SACE.

Hardware and Software maintenance

- Ensures that the SACE's information technology and systems needs are adequately addressed. This may include:
 - Advising SACE on the acquisition of computer hardware and software.

- The management of support service and maintenance of subcontractors if capacity does not exist in-house .
 - Sign-off the work of computer maintenance and support personnel.
 - Ensure that the SACE network (WAN, WLAN, LAN, VPN, MPLS) is in good working condition.
- Ensure that daily back-up of the systems are made.
 - Ensure that all Developmental needs of the organisation are adequately addressed
 - Ensure that all SACE network infrastructures are in good working condition.
 - Ensure that testing of all SACE applications is done and deployed.
 - Ensure that all SACE devices, which may include, telephone, access control, security devices etc are well serviced and in good working condition.

Knowledge Management

- Assist the ICT Assistant Specialist with efficient management and safekeeping of all Library documentation.

2. Position: Assistant ICT Specialist x1 (Head Office, Centurion)

Basic Salary: R307 881 per annum and benefit

Salary Grade B5

Qualifications and Skills

- NQF Level 6 qualification in the Information Communication Technology field.
- Computer literacy, Good Knowledge of MS Office
- Three years relevant experience
- Good Interpersonal Relations and organisational Skills.
- Communication skills – verbal writing, Product knowledge
- Problem Solving, Planning skills, Time Management, Decision Making

Job key responsibilities

IT Support

- Assist the ICT Specialist with providing an internal information systems and technology (IS / IT) support service to SACE's departments.
- Any occasional duties that may be assigned by the Corporate Services Manager or the ICT Specialist to facilitate the smooth running of SACE.

Hardware and Software maintenance

- Assist the ICT Specialist with ensuring that the SACE's information technology and systems needs are adequately addressed.
- Assist the ICT Specialist with ensuring that daily back-ups of the system are made.
- Registry

- Assist the ICT Specialist with developing and maintaining a central registry filing system.
- Assist the ICT Specialist with maintaining an index of Council resolutions.
- Assists with general filing.
- Assist staff members in retrieving documents upon request.

Knowledge management

- Assist the ICT Assistant Specialist with the efficient management and safekeeping of all library documentation and information.

3. Position: ICT Technician -Developer x1 (Head Office)

Basic Salary: R245 441 per annum and benefits

Salary Grade B3

Qualifications and Skills

- NQF Level 6 qualification in the Information Communication Technology field specializing in development.
- HTML5, CSS – Including Bootstrap, JavaScript, ASP.NET, VB.NET, C#, SQL, MVC
- One year experience
- Good Interpersonal Relations and organisational Skills. Communications skills – verbal and writing.
- Product knowledge, Report writing skills.

Job key Responsibilities

IT Support

- Assist the Assistant ICT Specialist in providing an internal information systems and technology (IS / IT) support service to SACE's departments.
- Any occasional duties that may be ICT related assigned by the Assistant ICT Specialist or ICT Specialist to facilitate the smooth running of SACE.

Software maintenance and development

- Assist the Assistant ICT Specialist with ensuring that the SACE's information technology and systems needs are adequately addressed.
- Assist the Assistant ICT Specialist with ensuring that daily back-ups of the system are made.
- Development of all SACE applications.
- Facilitate development of applications with appointed service provider.
- Testing of all SACE applications and ensure a successful deployment of SACE applications.
- Ensuring that all SACE databases are backed up and backup is tested successfully.
- Maintenance of all SACE databases.

4. Position: Assistant Manager -Planning, M&E and Reporting x1 (Head Office, Centurion)

Basic Salary: R459 533 per annum and benefits

Salary Grade C3

Qualifications and Skills

- NQF Level 7 in the Public Administration/Public Management field.
- 3 years relevant experience.
- Communication Skills, Planning and Organising Skills.
- Advanced Computer skills, particularly Microsoft Office suite applications.
- Knowledge and understanding of the National Development Plan, Medium Term Strategic Framework; Strategic Planning & Annual Performance Planning Processes and Frameworks; Government-wide Monitoring and Evaluation Frameworks, Performance Information Framework, and National Evaluation Policy.
- Knowledge and experience in monitoring and evaluation tools and systems;
- Knowledge of Educational Policies and Public Audit Act regarding Performance Information reporting.
- Understanding of Public Entities Planning and Reporting cycle and processes.
- Expertise in monitoring and evaluation data collection and analysis.
- Knowledge of evidence-based planning and reporting.
- Good Communication, presentation and reporting skills.
- Proficiency in the methods of information acquisition, including online sources and initiative in identifying new sources of information as they become necessary and/or available.
- Ability to organize and manage a diverse range of assignments and projects with high efficiency, yet thorough attention to detail and follow through.
- Strong communication skills, both oral and written.
- Ability to adjust to changing priorities and meet deadlines.
- Familiarity and appreciation of the mission, purpose and values of SACE
- Demonstrate competence in a variety of computer applications, including database, spreadsheet and word processing programs.
- Ability to handle sensitive and confidential information appropriately and with discretion.
- Be proactive in anticipating and seeking out information related to the immediate priorities of SACE.

Job key responsibilities

- Manage and co-ordinate the Planning, Monitoring and Evaluation, Reporting Sub-Division;
- Administer the Planning, Monitoring and Evaluation and Reporting activities in the Sub-Division;

- Assist and support the Manager to conceptualise, design and implement planning, monitoring and evaluation programmes and activities;
- Conduct verification processes of reported performance information quarterly and annually for internal and external reporting purposes, as well as, for auditing in order to reduce the risk of adverse opinion;
- Assist and support the Manager in managing the compilation of performance information reports on a quarterly and annual basis;
- Assist in developing quarterly and annual Programme Performance Information reports, for all the SACE Council Committees, relevant government Departments and Portfolio committee;
- Assist the Manager to coordinate, facilitate and supervise the development of the organisation's five-year strategic, annual performance and operational plans in line with the relevant national frameworks;
- Support all the Divisions and Committees with the Planning, Monitoring and Evaluation, and Reporting Activities;
- Assist with the process of reviewing the organisation's strategic, annual and operational plans;
- Assist in developing and implementing the organisation's monitoring and evaluation framework, plans, and tools in line with the relevant public entities frameworks and policies;
- Produce the organisation's monitoring and evaluation reports in relation to budget;
- Assist in Coordinating activities in the CEO's Office, including planning and reporting for this office; and
- Undertake any other task as directed by the supervisor.

5. Position: Assistant Manager -Policy and Research x1 (Head Office, Centurion)

Basic Salary: R459 533 per annum and benefits

Salary Grade C3

Qualifications and Skills

- NQF Level 8 qualification in the Education/Social Science.
- 3 years relevant experience, Communication Skills, Planning and Organising Skills
- Knowledge of Office Administration Post graduate level.
- Demonstrable knowledge and understanding of research.
- Proficiency in the methods of information acquisition, including online sources and initiative in identifying new sources of information as they become necessary and/or available.
- Ability to organize and manage a diverse range of assignments and projects with high efficiency, yet thorough attention to detail and follow through.
- Strong communication skills, both oral and written.
- Resourceful and independent but comfortable working within the framework of an integrated research programme and team-oriented environment.

- Ability to adjust to changing priorities and meet deadlines.
- Familiarity and appreciation of the mission, purpose and values of SACE and its responsiveness to the educational and research requirements of a sophisticated and ever-changing policy environment.
- Demonstrate competence in a variety of computer applications, including database, spreadsheet and word processing programs.
- Ability to handle sensitive and confidential information appropriately and with discretion.
- Be proactive in anticipating and seeking out information related to the immediate priorities of SACE.

Job key responsibilities

- Assisting in managing the Policy and Research Sub-Division; Developing, Implementing and Reviewing SACE's research policy and agenda; Conducting Research, Policy Briefs and Advisory Papers on behalf of SACE; Drafting terms of reference for commissioning or outsourcing identified research projects; Developing and Implement the Research Dissemination Strategy and Plan.
- Analyse research reports and edit them; Making tabular formats, fact sheets, graphs and reports on completed research reports in order to summarise them;
- Take care of the follow up after a commissioned research study has been conducted;
- Maintaining a database of research agencies, NGOs, institutions and individuals involved in educational research, as well as databases of relevant available research;
- Establishing and maintain relations with various research organisations, and units in SACE stakeholders' offices;
- Establishing and managing the SACE internal Resource Centre and Virtual Library for Teachers;
- Organising the Policy and Research Seminars and Conferences;
- Developing SACE Journal;
- Coordinating the SACE Professional Magazine Developing the Policy and Research Sub-Division Plans and Reports (Monthly, Quarterly, Annually) and any other SACE duties.
- Assessing organisational performance reports to determine progress and recommend improvement areas.
- Verification and validation of organisational performance information.
- Develop tools and methodologies to enhance reporting and management of performance information.
- Assist with the coordination of Strategic Planning processes

6. Position: Assistant Communication Manager-Stakeholder Relations x 1 (Head Office, Centurion)

Basic Salary: R459 533 per annum and benefits

Salary Grade C3

Qualifications and Skills

- NQF level 7 qualification in the field of Communication or equivalent qualification ☐
- Minimum of 2 years' experience in the Communications field
- Good Presentation skills, Excellent written and verbal Communication Skills, Computer Literacy, Good Knowledge of MS Office and Computer Skills,
- Good Interpersonal Relations and organisational Skills, ability to coordinate communication activities.
- Prepared to travel extensively and to work outside normal working hours and during the weekends.

Job key responsibilities

Communication – External

- Assist with the Management and Co-ordination of the SACE External Communication and Stakeholder programmes and projects. (Meetings, workshops, outreach, exhibitions, seminars, open days, fun walks, World Teachers Celebrations and seminars.
- Assist with the Development of SACE Publications and distribution to the Stakeholders and Constituencies.
- Assist with the Development, Implementation, Monitoring and Reporting of Stakeholder Relations Plans.
- Assist with the Development and Updating of SACE Stakeholders and Constituencies Database.
- Assist with establishing and maintaining partnerships with both the private – public organizations (Sponsorships and Stakeholder Relations).
- Assist in promoting and creating awareness of SACE Advocacy and Communications activities to the External Public.
- Assist with the Development and implementation of the SACE Strategic Communications and Stakeholder Strategies and Policies.
- Assist with Management of external advertisements.
- Generate and post daily SACE Social Media Content (Facebook, Youtube, Twitter and Tik Tok).
- Assist the Communications and Stakeholder Manager with overseeing the SACE Reception and Contact centre functions.
- Assist the Communications and Stakeholder Manager with Management and Coordinating all SACE internal Communications programmes and projects.
- Assist with the Management of the Communications Division.
- Provide ongoing support to all the SACE Division in terms of their communication activities.
- Use various strategies to publish SACE activities to the internal public.
- Prepare internal communications content and disseminate to internal staff.
- Ensures that ethical standards, sound human relations, team spirit and high levels of morale are maintained throughout the Communication department.
- Assist the Communications and Stakeholder Manager in drafting the Divisional Annual Operational Plan, Quarterly Plans and Monthly Plans.

- Manage a range of stakeholder project and prioritise ad hoc work requested around these.
- Assist with the development of Media Plans.
- Assists the Communications Manager with drafting and preparing Press releases.
- Assists with Media liaison and Media Monitoring.
- Compiling and updating information for SACE Website and other digital platforms.
- Promoting the image of SACE
- Assists in ensuring compliance of the SACE Corporate Identity Manual

7. Position: Senior Helpdesk Operator x 1 (Head Office, Centurion)

Basic Salary: R274 894 per annum and benefits

Salary Grade B4

Qualifications and Skills

- NQF Level 6 qualifications in the field of Communication, Office Administration and Public Administration.
- Computer literacy, Good Knowledge of MS Office.
- Three years relevant experience working in a call centre, with solid understanding of its operations.
- Supervisory or Leadership experience, experience is required.
- Strong understanding of customer service principles and practices.
- Ability to train and develop call centre agents.
- Communication skills, good Interpersonal Relations and organisational Skills, Managerial skills.
- Communications skills – verbal writing, Product knowledge

Job key responsibilities

Helpdesk Management

- Overall management of the helpdesk/call centre sub-division.
- Monitor and capture the frequency of calls/queries for reporting purposes.

Query resolution

- Ensure that all queries via the helpdesk are resolved within an acceptable time.
- Liaise with relevant department/managers, i.e. Registration or Finance department, where necessary, to ensure effective query resolution.
- Provide timeous feedback to educators with regards to their queries.

Management functions

- Ensures appropriate delegation of duties accordingly.
- Guides the Helpdesk/Call Centre Operators in all their duties and manages their performance, development needs, etc.

- Implement occasional duties that may be assigned by the Communications Manager or Assistant Manager to facilitate the smooth running of SACE.

8. Position: Payroll Officer x1 (Head Office, Centurion)

Basic Salary: R274 894 per annum and benefits

Salary Grade B4

Qualifications and Skills

- NQF Level 6 in the Accounting/ Financial Management field
- 1-3 years relevant experience in Payroll administration.
- Computer skills, Pastel Accounting system
- Communication skills, interpersonal skills
- Communications skills – verbal writing
- Finance and accounting skills

Job key responsibilities

Payroll Administration

- End to end processing of monthly payroll.
- Maintaining payroll system and updating payroll records.
- 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. filling, 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.

Data capturing

- Update online leaves and liaising with HR to manage payroll related queries.
- Capturing payroll related monthly journals.

9. Position: Finance Clerk Bookkeeping x1 (Head Office, Centurion)

Basic Salary: R221 118 per annum and benefits

Salary Grade B2

Qualifications and Skills

- NQF Level 6 qualification in the field of Bookkeeping, Administration and Commerce with appropriate subject.
- 1-year relevant experience
- Computer skills, Pastel Accounting system
- Communication skills, interpersonal skills.

Job key responsibilities

- Check, verify and capture local and international travelling claims/advances on Nedbank system.
- Identify fruitless and wasteful expenditure and follow-up with the account owner on resettlement.
- Liaise with all divisions with regard to councillors' claims.
- Handle all correspondences with regard to claims, advances and payment receipts.
- Maintain a register of all subsistence and travel claims.
- Capture suppliers' payments on the system.
- Filling of all bookkeeping transactions.
- Any occasional duties that may be assigned by the Finance Manager/ Assistant / Finance Officer-Bookkeeping to facilitate the smooth running of SACE.

Creditors management

- Ensure that suppliers are paid within 30 days.

10. Position: Internal Audit Technician/ Clerkx1 (Head Office, Centurion)

Basic Salary: R341 534 per annum and benefits

Salary Grade C1

Qualifications and Skills

- NQF Level 7 Qualification in the field of internal Auditor and studying toward certified Internal Audit (CIA).
- Minimum of 1 year experience in the Audit field.
- Good presentation skills, Excellent written and verbal Communication skills, Computer Literacy, Good knowledge of MS Office and Computer.
- Knowledge of Public Finance Management Act, 1999 as amended.
- Good interpersonal relation and organisational skills, ability to coordinate communications activities.

Job key responsibilities

- 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 organization's 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.
- Draft internal audit report.

11. Position: Registration Data Capturer Officer x1 (Head Office, Centurion)

Basic Salary: R274 894 per annum and benefits

Salary Grade B4

Qualifications and Skills

- NQF Level 6 qualification in the field of Office Management, Management Assistant and Administration.
- 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 computerised registration systems,
- Interpersonal skills and communication skills.
- Communications skills – verbal writing, Product knowledge, Using information systems.

Job Key Responsibilities

- Check for correctness and completeness of registration applications.
- Verification of registration documents.
- Printing letters and certificates.
- Respond to Educator correspondence.
- Print letters and certificates.
- Filing of documents.
- Responds to incoming mail.
- Attends to incoming telephone calls.
- Attends to enquiries regarding registration of educators.
- Assists the Assistant Registration Manager and Registration Assistant Manager with reports.

- Any occasional duties that may be assigned by the Registration Manager to facilitate the smooth running of SACE.

12. Position: Registration Clerk x 2 (Head Office, Centurion)

Basic Salary: R221 118 per annum and benefits

Salary Grade B2

Qualifications and Skills

- NQF Level 6 qualification in the field Management Assistant, Office Management and Administration.
- 1-year relevant experience.
- Practical Knowledge of the computerised registration systems.
- Interpersonal skills and communication skills.

Job key responsibilities

- Processes application forms.
- Separates valid from invalid forms.
- Separates valid forms into different registration Categories.
- Maintain records/list of processed applications.
- Handles correspondence, information and reports related to registration of educators.
- Responds to incoming mails and telephonic queries.
- Assists the Registration Officer with reports (on own work).
- Any occasional duties that may be assigned by the Registration Officer to facilitate the smooth running of SACE.

13. Position: General Worker/Cleaner x 1 (Head Office, Centurion)

Basic Salary: R167 999 per annum and benefits

Salary Grade A1

Qualifications and Skills

- NQF Level 1
- Ability to work in a team and maintain good interpersonal relationship.
- Ability to use modern office equipment, Ability to use appropriate initiative as may be required in a given situation.
- Team worker, Self-motivated, Punctual, Ability to learn quickly.
- Ability to understand and follow simple written and oral directions.
- Positive attitude and behaviour, Honest and trustworthy.

Job key responsibilities

- Clean and create an orderly environment.
- Ensure that the boardrooms, Offices, Kitchens are clean and tidy.
- Empty waste bags, provide and change waste bags.
- Load and offload of goods.
- Dusting of hard surfaces.
- Cleaning of building windows, inside and out.
- Washing of dishes.
- Cleaning of toilets and floors.
- Operate cleaning machinery.
- Prepare tea and other refreshments for meetings.
- Assist with other duties as and requested.

THE FOLLOWING POSITIONS ARE FIVE - YEAR TERM CONTRACTS

14. Position: Provincial Head: Limpopo (5-year fixed term contract)

Basic Salary: R959 098 per annum (All-inclusive Package))

Salary Grade D1

Qualifications and Skills

- NQF Level 7 qualification in the field of Education.
- Computer, Research, Policy Development, Communication, English Writing, Networking, Facilitation.
- 3 years relevant experience, preferably in the field of training and development within the education sector.
- Managerial, Interpersonal, Sporadic travelling when required, Communications skills – verbal writing, Product knowledge, Using information systems.
- Motivating others, Leadership skills, Attention to detail, Problem Solving.
- Planning skills, People Management, Time Management, developing others, Decision Making, Delegating.

Job key responsibilities

- Manage the Provincial Office and provide leadership, direction, support and advice to the Provincial Office.
- Develop the strategic and annual performance plan for the Provincial Office.
- Manage the development of the operational plan for the Provincial Office in line with the strategic and annual performance plan of the Council.

- Manage, monitor, evaluate and report on the implementation of the Province's operational plan, taking corrective actions where necessary.
- Measure and monitor the achievement of strategic objectives of the Council within the Province and take corrective actions where necessary.
- Responsible for the management of the budget of the Provincial Office and ensure that expenditure is in line with budget requirements.
- Oversee and manage the human resources within the Provincial office in an efficient and effective manner.
- Plan, organize and control activities and resources pertaining to the proper and effective functioning of the Provincial Office.
- Ensure good governance within the Province in line with relevant legislation, regulations and policies.
- Oversee and ensure the implementation of all relevant policies, processes, procedures, and tools, applicable to the Provincial Office and monitor implementation thereof.
- Report on the activities of the Provincial Office to relevant stakeholders in line with requirements.
- Oversee and ensure the effective implementation of the complaints handling processes, systems and procedures within the Provincial Office.
- Provide input, upon request, regarding the finalization of national MOUs and to ensure implementation of those MOUs within the Province.
- Ensure the maintenance of a proper and effective statistical reporting system for complaints within the provincial office.
- Monitor compliance to service level agreements with regards to corporate support services provided to the Provincial Offices.
- Manage the provision of facilities management services within the Provincial Office.
- Monitor compliance to service level agreements with regards to corporate support services provided to the provincial office.
- Manage the assets within the Provincial Office in line with the PFMA, Treasury regulations and SACE policies.
- Manage the provision of records management/ archiving support services within the province.
- Manage the provision of administrative support services to the provincial office.
- Build the profile and image of the Council and effectively communicate the vision and objectives of the Council.
- Administer Public Relations in line with SACE policies.
- Administer projects in the province and in line with National office directives.

15. Position: Provincial Admin Officers: Free State x 2, KZN x2 , Limpopo x 1 (5-year fixed term contract)

Basic Salary: R274 894 per annum and benefits

Salary Grade B4

Qualifications and Skills

- NQF Level 6 qualification in the field of Public Administration, Management Assistant and Office Management
- General knowledge of the South African Primary and Secondary Education system, knowledge of the Registration Criteria and Process, Practical Knowledge of the computerised registration systems.
- 2 years relevant experience, Interpersonal skills and communication skills.
- Communications skills – verbal writing, Product knowledge, Using information systems, Attention to detail.
- Problem Solving, Planning skills, Time Management, Decision Making.

Job key responsibilities

- Check correctness and completeness of the registration applications.
- Verification of registration documents.
- Verify amounts paid for the required service.
- Capture the form into the system.
- Respond to incoming mail.
- Print letters and certificates.
- Oversee all applications which do not meet registration requirements and verify with the Provincial Head.
- Verify captured forms before release to Provincial Head.
- Search educators' registration status, details etc.
- Monitor the work of registration.
- Maintain register of all walk-in educators.
- Maintain register of all certificates collected by educators.
- Keep register of all reported Ethics cases updated.
- 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.
- Assist public to report cases.
- Report all maintenance issues to the Provincial Head.
- Arrange meetings with relevant stakeholders.
- Assists the Provincial Head with reports.
- Any occasional duties that may be assigned by the Provincial Head to facilitate the smooth running of SACE provincial office.

16.Position: Finance Clerk-Cashier KZN x1 ,Limpopo x1 (5-year fixed term contract)

Basic Salary: R221 118 per annum and benefits

Salary Grade B2

Job key responsibilities

Qualifications and Skills

- NQF Level 6 in the field of financial management and Accounting.
- Computer skills, Pastel Accounting system.
- 1-year relevant experience.
- Communication skills, interpersonal skills.
- Communications skills – verbal writing, Finance and accounting skills.
- Attention to detail, Ability to be discreet regarding confidential matters.

Job Key responsibilities:

- Ensure that all incoming card payments and EFT receipts are accounted for.
- Capturing of card payments received, online payments received and daily electronic funds transactions.
- Allocation of all EFT and online invoices.
- Ensure that all incoming card payments and EFT are accounted for: reconciled processed cards and EFT transactions received, verifying details captured, daily banking of cards, online and EFT.
- Ensure that membership payments are captured and accounted for: membership information captured daily and daily capturing of card payments, online and EFT transactions.
- Ensure that reinstatement payments are captured and accounted for; reinstatement information captured daily and daily capturing of card payments, online and EFT transactions.

17. Position: General Workers KZN x1, Free State x1, Limpopo x1 (5 -year fixed term contract)

Basic Salary: R167 999 per annum and benefits

Salary Grade A1

Qualifications and Skills

- NQF Level 1
- Ability to work in a team and maintain good interpersonal relationship.
- Ability to use modern office equipment, Ability to use appropriate initiative as may be required in a given situation.
- Team worker, Self-motivated, Punctual, Ability to learn quickly.
- Ability to understand and follow simple written and oral directions.
- Positive attitude and behaviour, Honest and trustworthy.

Job key responsibilities

- Clean and create an orderly environment.
- Ensure that the boardrooms, offices, kitchens are clean and tidy.
- Empty waste bags, provide and change waste bags.
- Load and offload of goods.
- Dusting of hard surfaces.
- Cleaning of toilets and floors

- Cleaning of building windows, inside and out.
- Washing of dishes
- Operate cleaning machines
- Operate cleaning machinery
- Preparing of refreshments for Meetings
- Prepare tea and other refreshments for meetings
- Perform reception duties, perform filing duties, Answer telephonic calls.
- Do reprographic work including duplicating, collating, stapling and scanning, assist with the preparation of work areas and documents/folders for meetings, Collect and distribute stationery and office supplies as required, and prepare and serve refreshments when required.

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 completed SACE Employment Application Form, accompanied by a comprehensive Curriculum Vitae (CV), certified copies of ID and qualifications. Late and incomplete applications will not be considered. All copies should be certified not older than 6 months. SACE Employment Application form can be obtained from our website www.sace.org.za. The experience on the Curriculum Vitae must contain the institution, position(s) and date (dd/mm/yyyy) indicating the starting and ending period to be able to calculate the years of experience. The information on the SACE application form must correspond with the Curriculum Vitae. It is the applicants responsibility to have foreign qualifications, evaluated by the South African Qualification Authority. All foreign qualification must be accompanied by evaluation certificate from SAQA.

Applications should be emailed to recruitment@sace.org.za (**Reference in subject box is the position applied for**), **hand deliver or Courier to Human Resource Unit, SACE Building Block 1, at 240 Crossway Park Offices, (Corner Jean) Centurion.** Correspondence is limited to short-listed candidates. If not contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (Criminal record, qualification verification and employment/reference check verification). In terms of the verification checks the applicant must provide at least 3 contact details (names, cell number and email address) of his /her referees of which immediate supervisor(s) must form part of. The Council shall reserve the right to conduct verification beyond names provided on the CV. The closing date for applications is the **08 August 2024**. SACE reserve the right not to appoint/fill this post. SACE does not charge any fees for applying for posts. Direct your Queries to **Mary Chauke: 012 663 0429 or Motsatsi Makgoba: 012 663 0423**