

SAOU VACANCY	
PROFESSIONAL ADVISOR: FET AND SCHOOL MANAGEMENT	
JOB TITLE	Professional Advisor: FET and School Management
ENTITY	SAOU
REPORTING LINE	Head of Professional Services Workstation: 278 Serene Street, Garsfontein, Pretoria
MINIMUM EDUCATIONAL QUALIFICATIONS	B.Ed. degree or equivalent such as BA (PGCE)
MINIMUM RELEVANT WORK EXPERIENCE	Minimum 8 years of relevant experience
COMPUTER PROFICIENCY	Proven experience in the use of the Microsoft Office package: Word, PowerPoint, Excel, MS Teams, Zoom, Outlook and OneDrive.
LANGUAGE PROFICIENCY	- Above-average ability to read, write and speak Afrikaans and English is essential. - Knowledge of an African language will be an advantage.
PERSONAL ATTRIBUTES	- Strong communication and interpersonal skills - Problem-solving ability - Integrity - Professionalism - Adaptability - Ability to work independently - Results orientation - Attention to detail - Professional presence
OTHER JOB REQUIREMENTS	- The successful candidate must be dynamic, comfortable with presentations and training to groups, and able to perform well under pressure. - Possess a valid Code B driver's licence for manual transmission vehicles. - Willingness and ability to travel extensively, including long-distance travel independently. - Willingness and ability to stay overnight and spend extended periods away from home as required by the responsibilities of the position.
THE UNION OFFERS	- A competitive remuneration package in accordance with policies - Adequate leave benefits - Official transport for attending official work commitments

APPLICATIONS	• Prospective candidates must apply by email and an abbreviated CV must state the following: age, qualifications, current position, employer, experience. • Prospective candidates must apply via email and an abridged CV must state the following: qualifications, current position, employer and experience. • The names of three referees, with email addresses and cell phone numbers, who can testify about the candidate must be provided. No testimonials are required. • Applicants should be prepared to report for interviews in Pretoria, at their own expense. • Applications marked "Professional Advisor" must be emailed to Mr H Steenkamp at hr@saou.co.za by no later than 16:00 on Monday, 28 September 2026. • You may consider the application unsuccessful if you are not contacted within two weeks of the advertising deadline. • Enquiries: Mr H Steenkamp: Tel. 012 436 0900
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JOB DESCRIPTION AND KEY PERFORMANCE AREAS (KPA's)	
Purpose of position: To provide, in consultation with the Head of Professional Services, comprehensive and strategic support, advice and empowerment to SAOU members in the areas of school management and the FET phase, with specific expertise in FET curriculum, assessment, examinations and the NSC examination process.	
KEY PERFORMANCE AREAS (KPA's)	TASKS PER KPA: All tasks are critical for the successful and effective execution of each KPA
SCHOOL MANAGEMENT AND PROFESSIONAL ADVICE	• Professional advice and support on school administration, personnel management, financial management, curriculum management and general school management. • Interpretation of relevant policies and guidelines. • Supporting schools with management and professional challenges. • Development of guidelines, manuals and support materials.
FET PHASE, CURRICULUM AND ASSESSMENT	• Thorough knowledge and application of FET curricula. • Curriculum interpretation and practical support. • Support with assessment, examination and curriculum implementation. • Identifying trends, challenges and needs within the FET phase. • Identifying curriculum and professional development needs.
NSC EXAMINATION, MARKING, MODERATION AND EXAM PROCESSES	• Comprehensive knowledge and proven practical experience of the NSC examination system, requirements and processes, including examination administration, standardisation, moderation and quality assurance. • Proven experience with NSC marking, moderation and standardisation processes, as well as the ability to correctly interpret and apply marking guidelines, memoranda, and standardisation principles. • Experience in a senior examination role, such as chief marker, senior marker, moderator or similar role, will be a strong advantage. • Ability to professionally advise and support schools, teachers and members with examination-oriented issues relating to examination and assessment.

TRAINING, DEVELOPMENT AND EMPOWERMENT	• Development and presentation of professional training, workshops and webinars for school management teams and FET/curriculum teachers. • Development of appropriate learning and support materials to support professional development. • Practical support, guidance and professional development of FET teachers and school management teams. • Monitoring and evaluating training needs and the impact of professional development.
RESEARCH, POLICY PARTICIPATION AND STRATEGIC SUPPORT	• Identification and research of relevant education trends, challenges and developments, with specific focus on school management, the FET phase, FET curriculum and examinations. • Analysis of curriculum, exam, and education issues and translating them into appropriate policy inputs, viewpoints, guidelines and recommendations. • Preparing strategic inputs and policy proposals in support of the organisation's views and decision-making. • Strategic participation in departmental and other relevant external forums, with the aim of representing the interests and points of view of the organisation.
COMMUNICATION, LIAISON AND PROFESSIONAL REPRESENTATION	• Establishing and maintaining professional networks and strategic relationships within the FET and curriculum environment. • Effective liaison with departments, schools and other relevant role players. • Professional and strategic representation of the SAOU in relevant forums, meetings and platforms. • Clear and targeted communication with members on relevant education, curriculum, assessment and examination matters.
MANAGEMENT, ADMINISTRATION AND PROJECT DELIVERY	• Planning, implementation, coordination and monitoring of projects and support initiatives. • Coordination of school visits and follow-up of identified needs and support initiatives. • Efficient administration and record-keeping in support of the function. • Preparing timely and accurate reports on activities, progress and outcomes.