

## **POST LEVEL 1 TVET COLLEGE VARIOUS LECTURING POSTS**

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The following TVET Colleges are looking for educators/lecturers and the closing date for applications is the 27<sup>th</sup> and 31<sup>st</sup> May 2022 respectively.

### **1. LEPHALALE TVET COLLEGE**

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

#### **POST 1: LECTURER (PL1): HOSPITALITY PL1**

**SALARY: R214 908 / R284 238 PER ANNUM PLUS BENEFITS**

**REF: leptvet 07/2022**

**CENTRE: LEPHALALE CAMPUS - LIMPOPO**

**POST TYPE: PERMANENT (PERSAL APPOINTMENT)**

#### **Minimum Requirements for the Post**

- Grade 12/ NCV Level 4 Certificate plus an appropriate Bachelor's Degree/National Diploma in Hospitality Management.
- Computer Literacy.
- A teaching qualification, Assessor and Moderator certificates.
- At least One (1) year relevant teaching experience.
- Must be registered with SACE.

#### **Duties and responsibilities:**

- The successful candidate will be required to teach Hospitality Services Level 2 - 4, Client Service and Human Relations Level 4.
- Set tests, assignments and all other assessments.
- Invigilate internal and external exam. Mark all students' activities, tests, internal and external examinations where needed.
- Monitor all class activities. Compile lecturer's POA and ensure all students in your groups comply with POE requirements.
- Comply with deadlines for the submission of marks and verifications.
- Subject/ Curriculum which includes development of academic support programme, manage students' behavior in the classroom and monitor students' attendance.

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**NB: All applications must be forwarded to** The Principal, Lephhalale TVET College, Private Bag X210, Lephhalale, 0555 or be hand delivered to Lephhalale TVET College (Central Office), Corner Nelson Mandela and Ngoako Ramatlhodi Drive, Onverwacht, Lephhalale, 0557.

**Applications must be submitted on** Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) and must be accompanied by a **comprehensive CV and certified copies (date stamp not older than six months) of qualifications (including matriculation & academic record(s), Identity Document and Driver's Licence where applicable.**

It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA).

**CLOSING DATE: 31 MAY 2022 @16h00**

ENQUIRIES: Potego Mphethi / Neriah Morena – 014 763 2252 Extension 220 /221.

*Candidates whose appointments promote representativity will receive preference. If you do not receive any response within (3) three months after the closing date of this advertisement, kindly accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/ study verification and previous employment verification). Applications received after the closing date will not be considered. Lephhalale TVET College reserves the right to withdraw any of the above positions.*

### **2. ORBIT TVET COLLEGE**

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

**POST 1: LECTURER (PL1): ENGINEERING STUDIES**

**REF. NO: ORB20/2021**

**SALARY: R214 908.00 PER ANNUM PLUS BENEFITS**

**POST TYPE: PERMANENT**

**CENTRE: BRITS CAMPUS – NORTH WEST**

**EMAIL: [ORB20@orbitcollege.co.za](mailto:ORB20@orbitcollege.co.za)**

**Minimum Requirements for the Post:**

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- A recognized three (3) years National Diploma (NQF6) in Civil Engineering with specialisation in Bricklaying or equivalent related REQV13 qualification
- A Bricklayer Trade Test Certificate and Teachers qualification will be added advantages.
- In-depth knowledge of Civil and Building Construction subjects and content preferably in Bricklaying or Masonry, Materials, Plant & Equipment and Construction Planning
- Assessor and Moderator certificates will be an added advantage.
- Excellent communication skills in English (written and verbal), organising, planning and administration skills.
- Ability to plan and deliver lessons
- Monitor students' performance and provide critical feedback in an objective and professional manner.
- Ability to relate to students in a professional manner and to promote a conducive teaching and learning environment.
- Computer literacy.
- SACE registration.
- A valid drivers' license.

### **Duties and Responsibilities:**

- Assist with recruitment, registration and induction of students
- Facilitate general academic and career development of students
- Prepare lesson plans and lecture students in compliance with the College Annual Academic Plan, the Campus time- table and the College Quality Management System
- Set and moderate assessments (Pre and Post assessment moderation)
- Assess students, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures. Create a conducive classroom environment and ensure efficient classroom management and discipline of students is maintained at all times
- Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to students
- Distribute textbooks and student packs to students and maintain the necessary records
- Manage and monitor student's attendance
- Invigilate internal and external examinations
- Mark and moderate Internal and External assessments/examinations
- Participate in student extra- curricular activities and promote the holistic development of students

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**POST 2: LECTURER (PL1): BUSINESS STUDIES - FUNDAMENTALS**

**REF. NO: ORB04/2022**

**SALARY: R214 908.00 PER ANNUM PLUS BENEFITS**

**POST TYPE: PERMANENT**

**CENTRE: MANKWE CAMPUS – NORTH WEST**

**EMAIL: [ORB04@orbitcollege.co.za](mailto:ORB04@orbitcollege.co.za)**

### **Minimum Requirements for the Post:**

- A recognised Degree/National Diploma (NQF6) or equivalent REQV 13 qualification with major in English
- A Teachers qualification
- In-depth knowledge of the subject
- Excellent communication in English (written and verbal), organising, planning and administration skills. Ability to plan and deliver lessons
- Monitor students' performance and provide critical feedback in an objective and professional manner.
- Ability to relate to students in a professional manner and to promote a conducive teaching and learning environment
- SACE registration
- Computer literacy.
- Valid driver's licence.

### **Duties and Responsibilities:**

- Assist with recruitment, registration and induction of students
- Facilitate general academic and career development of students
- Prepare lesson plans and lecture students in compliance with the College Annual Academic Plan, the Campus time- table and the College Quality Management System
- Assess students, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures.
- Create a conducive classroom environment and ensure efficient classroom management and discipline of students
- Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to students
- Distribute textbooks and student packs to students and maintain the necessary records

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- Manage and monitor student attendance
- Invigilate internal and external examinations
- Participate in student extra- curricular activities and promote the holistic development of students.

### **POST 3: LECTURER (PL1): BUSINESS STUDIES - FUNDAMENTALS**

**REF. NO: ORB05/2022**

**SALARY: R214 908.00 PER ANNUM PLUS BENEFITS**

**POST TYPE: PERMANENT**

**CENTRE: MANKWE CAMPUS – NORTH WEST**

**EMAIL: [ORB05@orbitcollege.co.za](mailto:ORB05@orbitcollege.co.za)**

#### **Minimum Requirements for the Post:**

- A recognized three (3) years Degree/National Diploma (NQF 6) in Management Assistant with Computer Practice as a major subject or equivalent related REQV 13 qualification
- A Teachers qualification
- CISCO Instructor certificate/qualification will be an advantage.
- In-depth knowledge of the subject
- Excellent communication in English (written and verbal), organising, planning and administration skills. Ability to plan and deliver lessons
- Ability to plan and deliver lessons
- Monitor students' performance and provide critical feedback in an objective and professional manner.
- Ability to relate to students in a professional manner and to promote a conducive teaching and learning environment
- SACE registration
- Computer literacy.
- Valid driver's licence.

#### **Duties and Responsibilities:**

- Assist with recruitment, registration and induction of students
- Facilitate general academic and career development of students
- Prepare lesson plans and lecture students in compliance with the College Annual Academic Plan, the Campus time- table and the College Quality Management System

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- Assess students, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures.
- Create a conducive classroom environment and ensure efficient classroom management and discipline of students
- Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to students
- Distribute textbooks and student packs to students and maintain the necessary records
- Manage and monitor student attendance
- Invigilate internal and external examinations
- Participate in student extra- curricular activities and promote the holistic development of students.

### **POST 4: LECTURER (PL1): ENGINEERING STUDIES**

**REF. NO: ORB16/2021**

**SALARY: R214 908.00 PER ANNUM PLUS BENEFITS**

**POST TYPE: PERMANENT**

**CENTRE: RUSTENBURG CAMPUS – NORTH WEST**

**EMAIL: [ORB16@orbitcollege.co.za](mailto:ORB16@orbitcollege.co.za)**

### **Minimum Requirements for the Post:**

- A recognised Degree/ National Diploma (NQF6) in Mechanical Engineering in Boiler making or equivalent related REQV 13 qualification
- A trade test certificate Boilermaking
- A Teachers qualification
- Assessor and Moderator certificates will be an added advantage.
- In-depth knowledge of the subject
- Excellent communication in English (written and verbal), organising, planning and administration skills. Ability to plan and deliver lessons
- Ability to plan and deliver lessons
- Monitor students' performance and provide critical feedback in an objective and professional manner.
- Ability to relate to students in a professional manner and to promote a conducive teaching and learning environment
- SACE registration
- Computer literacy.
- Valid driver's licence.

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### **Duties and Responsibilities:**

- Assist with recruitment, registration and induction of students
- Facilitate general academic and career development of students
- Prepare lesson plans and lecture students in compliance with the College Annual Academic Plan, the Campus time- table and the College Quality Management System
- Set and moderate assessments (Pre and Post assessment moderation)
- Assess students, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures.
- Create a conducive classroom environment and ensure efficient classroom management and discipline of students
- Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to students
- Distribute textbooks and student packs to students and maintain the necessary records
- Manage and monitor student attendance
- Invigilate internal and external examinations
- Participate in student extra- curricular activities and promote the holistic development of students.

### **POST 5: LECTURER (PL2): SENIOR LECTURER LIFE ORIENTATION**

**REF. NO: ORB03/2022**

**SALARY: R 353 979 PER ANNUM PLUS BENEFITS**

**POST TYPE: PERMANENT**

**CENTRE: MANKWE CAMPUS – NORTH WEST**

**EMAIL: [ORB25@orbitcollege.co.za](mailto:ORB25@orbitcollege.co.za)**

### **Minimum Requirements for the Post:**

- A recognised Degree/ National Diploma (NQF6) in Business Management or equivalent qualification
- A Teachers qualification.
- At least three (03) years lecturing experience, preferably in a TVET College.
- Accreditation as an Assessor and Moderator will be an added advantage.
- Ability to conduct practical training.
- Extensive knowledge of academic assessment and moderation procedures.

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- Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle quantitative and qualitative information, analyse and present it cogently and effectively as a basis for decision-making.
- Ability to handle pressure and meet deadlines.
- Good leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills.
- Strong events and project management skills.
- Ability to manage performance and provide critical feedback in an objective manner.
- Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues.
- SACE registration certificate.
- Computer literacy (MS Word, MS Excel and PowerPoint).
- A valid driver's license.

### Duties and Responsibilities:

- Assist with recruitment, registration and induction of students.
- Facilitate general academic and career development of students.
- Prepare and present lessons in compliance with the College annual academic plan, the Campus time-table and the College's Quality Management system.
- Co-ordinate the procurement of the programme's training needs.
- Provide guidance on syllabi, curriculum and learning outcomes.
- Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department.
- Create a conducive classroom environment and ensure efficient classroom management and discipline of students.
- Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students.
- Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records.
- Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance.
- Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD.
- Chair meetings of Lectures and Students within the department.

**INSTRUCTIONS TO APPLICANTS:** Applications must be submitted on a new Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) and MUST be accompanied by a recently updated Comprehensive CV (inclusive of three referees and contact details), certified copies (not older than three months) of all qualifications with academic transcripts, ID document and driver's license where applicable.



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**Please indicate the reference number of the post you are applying for on your Z83 form.** Candidates who apply for more than one post should complete separate application documents for each post. Applications received after the closing date as well as those faxed will NOT be accepted.

**Applications must be forwarded to:** The HR Manager, ORBIT TVET College, Private Bag X82096, Rustenburg, 0300, be hand delivered at ORBIT TVET College (Central Office), Fatima Bhayat Street, Rustenburg or forwarded to emails provided in the requirements on the College website

**CLOSING DATE: 27 MAY 2022 AT 14H00**

ENQUIRIES: Ms M L Mahuma or Ms S L Senosi on (014) 597 5500 or (014) 597 5540/3/4

*Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification and employment verification. Where applicable, candidates will be subjected to a skills/knowledge/competence test. The College reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. All shortlisted candidates will be expected to participate in an assessment of his/her experience in the above areas.*

**Note: All costs incurred due to your application and interviews will be at your expense.**

### **3. BUFFALO CITY COLLEGE**

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

**POST 1: PL1 LECTURER – EDUCARE**

**REFERENCE: BCCELS1/2022**

**PERSAL APPOINTMENT: 4 MONTHS FIXED TERM CONTRACT**

**SALARY: R214 908 PER ANNUM WITH 37% IN LIEU OF BENEFITS**

**CENTRE: EAST LONDON CAMPUS – EASTERN CAPE**

**Minimum Requirements for the Post**

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- Matric or NCV L4 Certificate
- M+3 Foundation Phase or Diploma in Educare National Diploma / Degree or equivalent qualification
- Teachers' Qualification with relevant teaching experience
- Assessor and/or Moderator will be an added advantage
- SACE registration is a prerequisite,
- Computer skill in MS Office (Word, Excel, PowerPoint, Outlook) and Internet.

### Key Performance Areas

- Teach all Educare subjects N4 –N6
- Promote quality teaching and learning;
- Monitor student performance;
- Lesson planning and preparation;
- Provide academic support to learners;
- Create an environment that is conducive to learning;
- Administration;
- Capture learner attendance on ITS;
- Classroom management and supervision;
- Conduct evaluations and assessments;
- Create an environment that is conducive to learning;
- Perform examination-related duties;
- Maintain discipline and safety of students at all times;
- Assist with additional academic support programmes;
- Attend relevant training workshops and apply where necessary;
- Keep up to date with the latest developments in field of study.
- Support work based placement and exposure for educators and learners
- Set and mark assessments, provide feedback to learners and capture marks on ITS

### Competencies

- Excellent management, administration, time management and organisational skills;
- Good verbal and written communication skills;
- Excellent interpersonal skills;
- Must be able to work under pressure, without immediate supervision and adapt to changes in the sector; Positive attitude, with ability and willingness to learn;
- Willingness to work after hours as required;
- Must be prepared to work, if the need arises, at any of the college campuses;
- Must be prepared to take and implement instructions delegated by supervisors/managers.

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**POST 2: PL1 LECTURER – EDUCARE**

**REFERENCE: BCCELS2/2022**

**PERSAL APPOINTMENT: 8 MONTHS FIXED TERM CONTRACT**

**SALARY: R214 908 PER ANNUM WITH 37% IN LIEU OF BENEFITS**

**CENTRE: EAST LONDON CAMPUS – EASTERN CAPE**

### **Minimum Requirements for the Post**

- Matric or NCV L4 Certificate
- M+3 Foundation Phase or Diploma in Educare National Diploma / Degree or equivalent qualification
- Teachers' Qualification with relevant teaching experience
- Assessor and/or Moderator will be an added advantage
- SACE registration is a prerequisite,
- Computer skill in MS Office (Word, Excel, PowerPoint, Outlook) and Internet.

### **Key Performance Areas**

- Teach all Educare subjects N4 –N6
- Promote quality teaching and learning;
- Monitor student performance;
- Lesson planning and preparation;
- Provide academic support to learners;
- Create an environment that is conducive to learning;
- Administration;
- Capture learner attendance on ITS;
- Classroom management and supervision;
- Conduct evaluations and assessments;
- Create an environment that is conducive to learning;
- Perform examination-related duties;
- Maintain discipline and safety of students at all times;
- Assist with additional academic support programmes;
- Attend relevant training workshops and apply where necessary;
- Keep up to date with the latest developments in field of study.
- Support work based placement and exposure for educators and learners
- Set and mark assessments, provide feedback to learners and capture marks on ITS

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### Competencies

- Excellent management, administration, time management and organisational skills;
- Good verbal and written communication skills;
- Excellent interpersonal skills;
- Must be able to work under pressure, without immediate supervision and adapt to changes in the sector; Positive attitude, with ability and willingness to learn;
- Willingness to work after hours as required;
- Must be prepared to work, if the need arises, at any of the college campuses;
- Must be prepared to take and implement instructions delegated by supervisors/managers.

Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form [EDP01 CLICK HERE TO DOWNLOAD](#), a comprehensive CV and certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver's license, together with contact details, including e-mail addresses, of at least three work-related references

Forward your application to email address: [bccELS@bccollege.co.za](mailto:bccELS@bccollege.co.za)

**CLOSING DATE: 27 MAY 2022 @ 15h00**

**Late and incomplete applications will not be considered.**

For enquiries: Ms N Mhlola-Miza on 043 704 9275

*The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful.*

*Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position.*

**ALL PERMANENT EMPLOYEES WILL BE SUBJECTED TO A YEAR'S PROBATION PERIOD AND FIXED TERM EMPLOYEES TO SIX MONTHS**

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### **4. GOLDFIELDS TVET COLLEGE**

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY THE FOLLOWING VACANT POSITIONS:

**POST 1: LECTURERS (PL1): ENGLISH AND COMMUNICATION LECTURER X2**

**SALARY: R 214 908.00 – R 474 945.00 PER ANNUM BENEFITS EXCLUDED**

**REFERENCE NO: GC2022/15**

**CENTRE: WELKOM CAMPUS – FREE STATE**

#### **Minimum Requirements for the Post**

- A National Senior Certificate (Grade 12) or NCV level 4
- An appropriate recognised Bachelor's degree or National diploma, backed by a professional qualification in Education equivalent to REQV 13
- A teaching experience in TVET College will serve as recommendation
- Be able to teach English and Communication subjects Level 2 – 4
- Computer literate in (Word processing, Excel, Power Point, Outlook and Internet)
- Sound communication skills
- SACE registration
- A valid driver's license.

#### **Duties:**

- The successful candidate responsibilities include but not limited to Assist with the recruitment, registration of students and manage their induction,
- Ensuring the effective usage of available teaching and learning aids, manage attendance records, performance assessment and determination of training needs, discipline and placement,
- Lecture specified subjects on the level required,
- Ensure quality education and adherence to College and subject policies,
- Liaise with the students, parents and employers.

ENQUIRIES: Mr T Die: Acting Campus Manager at (057) 439 1605 during office hours

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**POST 2: EDUCATION SPECIALIST – BUSINESS STUDIES (LIFE SKILLS AND COMPUTER LITERACY & INFORMATION PROCESSING**

**SALARY: R 353 979.00 – R 876 609.00 PER ANNUM BENEFITS EXCLUDED**

**REFERENCE NO: GC2022/16**

**CENTRE: WELKOM CAMPUS – FREE STATE**

### **Minimum Requirements for the Post**

- A National Senior Certificate (Grade 12) or NCV level 4.
- A recognised 3-year Degree/Diploma in Office Management and Technology, which must include a teaching qualification.
- At least 3 years lecturing experience, preferably in a TVET College.
- Extensive knowledge of policies governing academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines.
- Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem-solving skills.
- Strong events and project management skills.
- Ability to manage performance and provide critical feedback in an objective manner.
- Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues.
- SACE registration.
- Advanced computer skills (MS Word, MS Excel and PowerPoint).
- A valid driver's licence is essential as traveling and extended working hours may be required.

### **Duties:**

- Assist with recruitment, registration and induction of students, facilitate general academic and career development of students
- Prepare and present lessons in compliance with the College Teaching and Learning Plan, the Campus time-table and College Quality Management system
- Assess students, capture marks, analyse, interpret, effect appropriate remediation and maintain the necessary ICASS and ISAT records
- Facilitate the distribution of textbooks and student packs, manage and monitor staff and student attendance
- Prepare and deliver Lecturers to students as per departmental plan, manage own class attendance records, assessments

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- ICAS and all related duties
- Prepare and manage the POA's and POE's
- Ensure the smooth running of the department and submit regular reports to the Head of the Department
- Chair subject meetings within the department.

ENQUIRIES: Mr T Die: Acting Campus Manager at (057) 439 1605 during office hours

### **POST 3: EDUCATION SPECIALIST – ENGLISH AND LIFE-SKILLS (COMPUTER LITERACY)**

**SALARY: R 353 979.00 – R 876 609.00 PER ANNUM BENEFITS EXCLUDED**

**REFERENCE NO: GC2022/17**

**CENTRE: TOSA CAMPUS – FREE STATE**

#### **Minimum Requirements for the Post**

- A National Senior Certificate (Grade 12) or NCV level 4.
- A recognised 3-year Degree/Diploma specialising in English and Communication, which must include a teaching qualification.
- At least 3 years lecturing experience, preferably in a TVET College.
- Trained as assessor moderation will serve as recommendation
- Extensive knowledge of policies governing academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle pressure and meet deadlines.
- Ability to handle pressure and meet deadlines
- Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem-solving skills.
- Strong events and project management skills.
- Ability to manage performance and provide critical feedback in an objective manner.
- Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues.
- SACE registration.
- Advanced computer skills (MS Word, MS Excel and PowerPoint).

#### **Duties:**

- Assist with recruitment, registration and induction of students, facilitate general academic and career development of students
- Prepare and present lessons in compliance with the College Teaching and Learning Plan, the Campus time-table and College Quality Management system

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- Assess students, capture marks, analyse, interpret, effect appropriate remediation and maintain the necessary ICASS and ISAT records
- Facilitate the distribution of textbooks and student packs, manage and monitor staff and student attendance
- Prepare and deliver Lecturers to students as per departmental plan, manage own class attendance records, assessments
- ICAS and all related duties
- Prepare and manage the POA's and POE's
- Ensure the smooth running of the department and submit regular reports to the Head of the Department
- Assist in the management and facilitation of students work based experience (WBE) as well as lecture workplace integrated learning (WIL)

ENQUIRIES: Mrs RS Maselepo: Acting Campus Manager at (057) 439 1605 during office hours

A fully completed new Z83 form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), original certified copies (not older than six months) of all qualifications with academic transcripts/record, ID and driver's licence. Please quote the relevant reference number of the post you are applying for.

Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date, as well as faxed or emailed applications will **NOT** be accepted.

**Applications must be forwarded to:** Acting HR Manager, Goldfields TVET College, Private Bag X 95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom, 9459.

**CLOSING DATE: 27 MAY 2022 @ 14h00**

*Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful.*

**Note:** All costs incurred due to your application and interviews will be at your own expense. **Preference will be given to persons from designated groups, especially with regard to race, gender and disability.** NOTE the successful candidate will undergo the



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*vetting process and will sign a performance agreement with the college People with disability are encouraged to apply.*