

POST LEVEL 1 TVET COLLEGE VARIOUS LECTURING POSTS

The following TVET Colleges are looking for educators/lecturers and the closing dates for applications are the 08th, 15th and 17th June 2022 respectively.

1. BUFFALO CITY COLLEGE

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

POST 1: PL1 LECTURER – MANAGEMENT ASSISTANT

REFERENCE: BCC0610/10

PERSAL APPOINTMENT: PERMANENT

SALARY: R214 908 PER ANNUM WITH BENEFITS

CENTRE: ST MARKS CAMPUS – EASTERN CAPE

MINIMUM REQUIREMENTS FOR THE POST

- Matric or NCV Level 4 with recognised M+3 National Diploma/ Degree in Office Management and
- Technology, Management Assistant or equivalent;
- A professional qualification in education; SACE registration is a prerequisite;
- Computer literate in MS Office(Word, Excel, Outlook and internet);
- Qualified assessor and moderator will be an added advantage.

KEY PERFORMANCE AREAS

- Teach Computer Practice N4-N6, Information Processing N4-N6, Communication N4-N5, Public Relations N5;
- Promote quality teaching and learning;
- Monitor student performance;
- Lesson planning and preparation;
- Provide academic support to learners;
- Conduct practical training;
- 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;

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- 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 assessments, Mark them, provide feedback to students, capture marks on ITS.
- Keep student records.
- Maintain students attendance records and capture them on ITS.

COMPETENCIES

- Positive attitude, with the ability and willingness to learn;
- Fluency in written and spoken English;
- Excellent interpersonal and communication skills;
- Good organizational, administration, planning and time management skills;
- Ability to work effectively under pressure and without immediate supervision;
- Willingness to work after hours as required.

Candidates who are suitably qualified for the above positions should submit an official application form Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#) and [EDP01 CLICK HERE TO DOWNLOAD](#) for Educators and must be accompanied by a comprehensive CV and copies of the following: All relevant Qualifications must include transcripts of subjects passed, a Driver's license and ID, such copies need not to be certified when applying for a post. Applicants must also provide, together with the work contact details, including e-mail addresses of at least three work-related references

Applications must be submitted to: Buffalo City Public TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London

CLOSING DATE: 15 JUNE @ 15h00

Failure to submit the required documents mentioned above or late submission your application 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

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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.

2. EKURHULENI WEST COLLEGE

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

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

SALARY: R 214 908.00 - R 284 238.00 PER ANNUM

REFERENCE NO: KAT/02/2022

POST TYPE: PERMANENT

CENTRE: KATHORUS CAMPUS, GAUTENG

START DATE: 01 JULY 2022

CLOSING DATE: 08 JUNE 2022 @ 12h00

MINIMUM REQUIREMENTS FOR THE POST

- Diploma / Degree in Electrical Engineering, with
- REQV 13 - TVET Lecturing Qualification;
- 0 -1 Year's TVET Lecturing experience.

RECOMMENDATIONS:

- Computer Literacy;
- Assessor Qualification;
- Experience of facilitation and assessment;
- Fully computer skilled.

CANDIDATES ARE TO COMPLETE AND SUBMIT: Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#)

The form must be accompanied by:

- A recently updated, comprehensive CV;

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- Original certified copies of qualifications;
- Original certified copy of Identity Document;
- Original certified copy of SACE certificate;
- Original certified copies of Academic record / transcript;
- Five (5) contactable reference check.

Applications should be hand delivered to EWC TVET College, Kathorus Campus, 782 Palime Section, Katlehong 1432

Please mark the application clearly as: APPLICATION: KAT/02/2022 ENGINEERING STUDIES

ENQUIRIES: Ms MN Phakathi - 010 023 3762

POST 2: LECTURER (PL1): ENGINEERING STUDIES

SALARY: R 214 908.00 - R 284 238.00 PER ANNUM PLUS 37% IN LIEU OF BENEFITS

REFERENCE NO: KAT/07/2022

POST TYPE: MATERNITY RELIEVER (4 MONTH'S CONTRACT)

CENTRE: KATHORUS CAMPUS, GAUTENG

START DATE: 01 JULY 2022

CLOSING DATE: 08 JUNE 2022 @ 12h00

POST DESCRIPTION:

- Workshops Practice;
- Electrical Systems & Control.

MINIMUM REQUIREMENTS FOR THE POST

- Diploma / Degree in Electrical Engineering, or;
- REQV 13 - TVET Lecturing Qualification.

RECOMMENDATIONS:

- Computer Literacy;
- Assessor Qualification;
- Experience of facilitation and assessment;
- Fully computer skilled.

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CANDIDATES ARE TO COMPLETE AND SUBMIT: Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#)

The form must be accompanied by:

- A recently updated, comprehensive CV;
- Original certified copies of qualifications;
- Original certified copy of Identity Document;
- Original certified copy of SACE certificate;
- Original certified copies of Academic record / transcript;
- Five (5) contactable reference check.

Applications should be hand delivered to EWC TVET College, Kathorus Campus, 782 Palime Section, Katlehong 1432

Please mark the application clearly as: APPLICATION: KAT/07/2022

ENQUIRIES: Ms MN Phakathi - 010 023 3762

POST 3: LECTURER (PL1): ENGINEERING STUDIES

SALARY: R 214 908.00 - R 284 238.00 PER ANNUM PLUS 37% IN LIEU OF BENEFITS

REFERENCE NO: KAT/08/2022

POST TYPE: MATERNITY RELIEVER (4 MONTH'S CONTRACT)

CENTRE: KATHORUS CAMPUS, GAUTENG

START DATE: 01 JULY 2022

CLOSING DATE: 08 JUNE 2022

POST DESCRIPTION:

- Fitting and Turning;
- Professional Engineering Practice.

MINIMUM REQUIREMENTS FOR THE POST

- Diploma / Degree in Mechanical Engineering, or
- REQV 13 - TVET Lecturing Qualification..

RECOMMENDATIONS:

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- Computer Literacy;
- Assessor Qualification;
- Experience of facilitation and assessment;
- Fully computer skilled.

CANDIDATES ARE TO COMPLETE AND SUBMIT: Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#)

The form must be accompanied by:

- A recently updated, comprehensive CV;
- Original certified copies of qualifications;
- Original certified copy of Identity Document;
- Original certified copy of SACE certificate;
- Original certified copies of Academic record / transcript;
- Five (5) contactable reference check.

Applications should be hand delivered to EWC TVET College, Kathorus Campus, 782 Palime Section, Katlehong 1432

Please mark the application clearly as: APPLICATION: KAT/08/2022

ENQUIRIES: Ms MN Phakathi - 010 023 3762

POST 4: LECTURER (PL1): NC(V) BUSINESS STUDIES

SALARY: R 214 908.00 - R 284 238.00 PER ANNUM PLUS BENEFITS

REFERENCE NO: EWC/GERM 07/2022

POST TYPE: PERMANENT

CENTRE: GERMISTON CAMPUS, GAUTENG

START DATE: AS SOON AS POSSIBLE

CLOSING DATE: 08 JUNE 2022

POST DESCRIPTION:

- Management Communication N4;
- Personnel Management N4-N6;
- Labour Relations N5-N6;
- Personnel Training N5-N6.

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MINIMUM REQUIREMENTS FOR THE POST

- Relevant Diploma or Degree in Generic Management, or related, with
- TVET Lecturing Qualification;
- A minimum of 0 - 1 year's appropriate experience in the Business Studies field;
- SACE Registration;
- Driver's licence will be an added advantage.

RECOMMENDATIONS:

- Computer Literacy;
- Assessor Qualification;
- Experience of Report 191 facilitation and assessment
- Fully computer skilled.

CANDIDATES ARE TO COMPLETE AND SUBMIT: Z83 Application for Employment Form [CLICK HERE TO DOWNLOAD THE EDITABLE FORM](#)

The form must be accompanied by:

- Recently updated Curriculum Vitae;
- Original certified copy of SACE Certificate (not older than three months);
- Original certified copies of qualifications (not older than three months);
- Original certified copies of Academic Record / Transcript (not older than three months);
- Original certified copy of Identity Document (not older than three months);
- Three contactable references with email addresses.

Applications should be hand delivered to EWC TVET College, Cnr Flag and Rose Innes Streets, Germiston 1400

Please mark the application clearly as: APPLICATION: NC(V) BUSINESS STUDIES, REFERENCE NO: EWC/GERM 07/202

ENQUIRIES: Mr N Thusini - 011 323 1600

3. ORBIT TVET COLLEGE

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

POST 1: SENIOR LECTURER (PL2): REPORT 191 BUSINESS STUDIES

REF. NO: ORB09/2022

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SALARY: R 353 979 PER ANNUM PLUS BENEFITS

POST TYPE: PERMANENT

CENTRE: RUSTENBURG CAMPUS – NORTH WEST

EMAIL: ORB09@orbitcollege.co.za

REQUIREMENTS, EXPERIENCE AND SKILLS

- A recognised three (3) years Degree/National Diploma (NQF 6) 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.
- 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.
- Coordinate 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.

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- 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.

POST 2: LECTURER (PL1): BUSINESS STUDIES - APPLIED ACCOUNTING

REF. NO: ORB10/2022

SALARY: R214 908.00 PER ANNUM PLUS BENEFITS

POST TYPE: PERMANENT

CENTRE: RUSTENBURG CAMPUS – NORTH WEST

EMAIL: ORB10@orbitcollege.co.za

REQUIREMENTS, EXPERIENCE AND SKILLS

- A recognised three (3) years Degree/National Diploma (NQF 6) in Accounting (Economics as a subject will be an added advantage) or equivalent related REQV 13 qualification
- A Teachers qualification.
- Assessor and Moderator Certificates will be an added advantage
- In depth knowledge of the subjects
- Ability to teach Applied Accounting L2 – L4, Economics L2 – L4 and Financial Management L2 – L4.
- 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.
- A valid drivers' 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
- Mark and moderate Internal and External assessments/examinations
- Participate in student extra- curricular activities and promote the holistic development of students.
- Set and moderate assessments (Pre and Post assessment moderation).

POST 3: LECTURER (PL1): FUNDAMENTALS: LIFE ORIENTATION

REF. NO: ORB11/2022

SALARY: R214 908.00 PER ANNUM PLUS BENEFITS

POST TYPE: PERMANENT

CENTRE: RUSTENBURG CAMPUS – NORTH WEST

EMAIL: ORB18@orbitcollege.co.za

REQUIREMENTS, EXPERIENCE AND SKILLS

- A recognised three (3) years Degree/National Diploma (NQF 6) in Business Management/Management Assistant or equivalent REQV 13 qualification with Computer as a major subject or at N6 level
- A Teachers qualification.
- Cisco Instructor certificate/qualification will be an added
- A Teachers qualification.
- In-depth knowledge of the subject

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- Excellent communication in English (written and verbal), organizing, 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.
- A valid drivers' 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
- 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
- Mark and moderate Internal and External assessments/examinations
- Participate in student extra- curricular activities and promote the holistic development of students.

POST 4: LECTURER (PL1): FUNDAMENTALS / PLP: MATHEMATICS AND SCIENCE

REF. NO: ORB12/2022

SALARY: R214 908.00 PER ANNUM PLUS BENEFITS

POST TYPE: PERMANENT

CENTRE: MANKWE CAMPUS – NORTH WEST

EMAIL: ORB12@orbitcollege.co.za

REQUIREMENTS, EXPERIENCE AND SKILLS

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- A recognised three (3) years Degree/National Diploma (NQF 6) equivalent REQV 13 qualification with major in Mathematics
- A Teachers qualification
- In-depth knowledge of the subject
- Excellent communication in English (written and verbal), organizing, 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.
- A valid drivers' 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
- 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.

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.

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

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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: 17 JUNE 2022 @ 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.