



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Ehlanzeni TVET College

Ehlanzeni TVET College invites suitable Qualified Candidates to apply for the following vacant position

EDUCATION SPECIALIST VOCATIONAL STUDIES
SALARY RANGE: R328953-R365328 PA (PL 2)
MTHIMBA CAMPUS REF NO: EHL 22/2019

KEY PERFORMANCE AREAS KEY PERFORMANCE AREAS

Creation of a positive learning environment: Be prepared and in class on time as per timetable. Ensures that constructive feedback is provided to learners and their contributions are encouraged and acknowledged. Ensures that Learners are actively involved in the learning process e.g. making presentations; giving comments; doing research etc. Ensures that Learners are encouraged to take responsibility for their own learning e.g. by doing research; by forming study groups etc. Ensures that Learners' experience and previous knowledge are linked to new information. Ensures discipline and positive attitude in class.

Knowledge of learning programmes and broad curriculum: Keep up to date with new developments in the subject field by attending training interventions as per HRD plan. Do research on the Internet and by other means to improve subject knowledge. Attend meetings as scheduled by the DoE aimed at improvement of subject knowledge.

Lesson planning, preparation and presentation: Draft a work schedule for each subject as per prescriptions of guidelines and syllabi by using the most prescribed recent form. Indicate assessments on the work schedule. Indicate start and end dates on the work schedule. Indicate progress made on the work schedule. Submit copies of the work schedule to the Academic Head. Plan lessons on the prescribed format 240.83.1. Present lectures as per personal timetable and for the full duration as indicated on the timetable. Prepare daily to present lessons according to the lesson plan and work schedule. Mark attendance registers on a daily basis and submit registers to the Academic Head as per schedule. Procedure for completion of attendance registers.

Learner assessment and submission of marks: Plan and execute learner assessment as per management plan and assessment schedule, submit assessments and memoranda to the moderator at least 7 working days prior to assessments, Submit final pre-moderated assessments at least 3 working days prior to assessment, E-mail final pre-moderated assessment across campus together with all relevant documentation (Pre-moderation form, Analysis Grid, Memorandum) at least 3 working days prior to assessment – If applicable, Mark scripts/ practical assessment within 3-5 working days after assessment date, Submit scripts to the Moderator for moderation 1 day after completion of marking before submitting to students, Submit assessment marks on the due date to the Academic Head, Provide feedback to students within 7 working days upon completion of assessments, Manage the compilation of POE's

Invigilation duties: Invigilate during examinations as per exam time table.

Management of students: Assist with the orientation of students, Manage student absentees/misbehaviour and conflict in classrooms, Organise educational excursions.

Administration of resources and records: Induction: Guiding and mentoring of all new lecturing staff in the division, Mentoring/coaching: Provide mentoring and coaching to lecturers in the division.

Human Resource Management and Development:

Induction: Guiding and mentoring of all new lecturing staff in the division. **Mentoring/Coaching:** Provide mentoring and coaching to lecturers in the division.

Work allocation and planning: Forecast enrolment for the next trimester/semester/year in co-operation with the Academic Head

Assist Academic Head in Preliminary allocation: to allocate classes to lecturers in the division on the prescribed format.

Assist Academic Head in Final allocation: upon completion of registrations - revise preliminary allocation Assist the Academic Head in drafting the trimester/semester/year time-table

Collect personal timetables of each lecturer and file for reference purposes and control, Supervision: Performance Management, Management of leave

Management of teaching and learning: Work schedules, Tests, practical assignments, submission of marks, moderations.

HRD: Advise the attendance of lecturers at training interventions.

Staff discipline and grievances:

Discipline lecturers in the division if needed as per Disciplinary Procedure 320.2.2

Handle grievances in the division as per Grievance Procedure 320.1.1

REQUIREMENTS

Minimum qualification REQV 13 (3-year post-matric) Educator's qualification Specialization in the specific subject fields. Qualified assessor. Registration with SACE .Two years' experience in education. Code of Conduct for Educators. College Acts, Policies, Procedures, Forms and Work Instructions. Knowledge of the TVET Sector. Intensive knowledge of Report 191 and NC(V) programmes. Excellent communication skills. Good report writing skills. Negotiation skills. Skills in diversity management. Ability to work independently. Supervisory skills. Computer literacy. Valid driver's license. Integrity and Reliability. Innovation. Responsiveness. Professionalism. Caring for people

LECTURER IN PUBLIC MANAGEMENT

BARBERTON CAMPUS X9 REF NO: EHL 39/2019

MAPULANENG CAMPUS X4 REF NO: EHL 42/2019

SALARY RANGE: R198 774 – R221 790 PA (PL1)

DUTIES:

The successful candidate(s) will be required to lecture report 191 nated Programme N4 to N6. Promote quality teaching and learning: Monitor student performance. Lesson planning and preparations. Provide academic support to learners. Conduct practical training. Create an environment that is conducive to learning. Keep and maintain learner records and learner attendance records. Set, conduct and mark assessments tasks and provide feedback to students. Perform examination related duties. Assist with additional support programmes. Attend relevant training workshops and apply where necessary. Keep up to date with the latest development in field of study. Support work based placement and exposure for educators and learners.

REQUIREMENTS:

- An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education Majoring in Public Management (REQV13)
- Experience in teaching Public Management and teaching in a TVET Sector will be an added advantage.
- Knowledge of theory and practice in the relevant field.
- Sound communication skills.
- Computer literacy is highly recommended.
- SACE Registration
- Assessor/Moderator qualification and accreditation will be an added advantage

**LECTURER IN FINANCIAL MANAGEMENT
MAPULANENG CAMPUS X6 REF NO: EHL 43/2019
BARBERTON CAMPUS X8 REF NO: EHL 40/2019
NELSPRUIT CAMPUS X6 REF NO: EHL 37/2019
SALARY RANGE: R198 774 – R221 790 PA (PL1)**

KEY PERMANENCE AREAS

The successful candidate(s) will be required to lecture report 191 nated Programme N4 to N6. Promote quality teaching and learning: Monitor student performance. Lesson planning and preparations. Provide academic support to learners. Conduct practical training. Create an environment that is conducive to learning. Keep and maintain learner records and learner attendance records. Set, conduct and mark assessments tasks and provide feedback to students. Perform examination related duties. Assist with additional support programmes. Attend relevant training workshops and apply where necessary. Keep up to date with the latest development in field of study. Support work based placement and exposure for educators and learners.

REQUIREMENTS

- An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education Majoring in Financial Management (REQV13)
- Experience in teaching Public Management and teaching in a TVET Sector will be an added advantage.
- Knowledge of theory and practice in the relevant field.
- Sound communication skills.
- Computer literacy is highly recommended.
- SACE Registration
- Assessor/Moderator qualification and accreditation will be an added advantage

**LECTURER IN MANAGEMENT ASSISTANT
NELSPRUIT CAMPUS X4 REF NO: EHL 38/2019
MLUMATI CAMPUS X5 REF NO: EHL 35/2019
SALARY RANGE: R198 774 – R221 790 PA (PL1)**

KEY PERFORMANCE AREA

The successful candidate(s) will be required to lecture report 191 nated Programme N4 to N6. Promote quality teaching and learning: Monitor student performance. Lesson planning and preparations. Provide academic support to learners. Conduct practical training. Create an environment that is conducive to learning. Keep and maintain learner records and learner attendance records. Set, conduct and mark assessments tasks and provide feedback to students. Perform examination related duties. Assist with additional support programmes. Attend relevant training workshops and apply where necessary. Keep up to date with the latest development in field of study. Support work based placement and exposure for educators and learners.

REQUIREMENTS

- An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education Majoring in Management Assistant (REQV13)
- Experience in teaching Public Management and teaching in a TVET Sector will be an added advantage.
- Knowledge of theory and practice in the relevant field.
- Sound communication skills.
- Computer literacy is highly recommended.
- SACE Registration
- Assessor/Moderator qualification and accreditation will be an added advantage

**LECTURER IN HOSPITALITY (PERMANENT)
MAPULANENG CAMPUS X4 REF NO: 41/2019
SALARY RANGE: R198 774 – R221 790 PA (PL1)**

KEY PERFORMANCE AREAS:

The successful candidate(s) will be required to lecture report 191 nated Programme N4 to N6. Promote quality teaching and learning: Monitor student performance. Lesson planning and preparations. Provide academic support to learners. Conduct practical training. Create an environment that is conducive to learning. Keep and maintain learner records and learner attendance records. Set, conduct and mark assessments tasks and provide feedback to students. Perform examination related duties. Assist with additional support programmes. Attend relevant training workshops and apply where necessary. Keep up to date with the latest development in field of study. Support work based placement and exposure for educators and learners.

REQUIREMENTS

- An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education Majoring in Hospitality (REQV13)
- Experience in teaching Public Management and teaching in a TVET Sector will be an added advantage.
- Knowledge of theory and practice in the relevant field.
- Sound communication skills.
- Computer literacy is highly recommended.
- SACE Registration
- Assessor/Moderator qualification and accreditation will be an added advantage

**LECTURER IN BUSINESS MANAGEMENT
MLUMATI CAMPUS X4 REF NO: EHL 36/2019
SALARY RANGE: R198 774 – R221 790 PA (PL1)**

KEY PERFORMANCE AREAS

The successful candidate(s) will be required to lecture report 191 nated Programme N4 to N6. Promote quality teaching and learning: Monitor student performance. Lesson planning and preparations. Provide academic support to learners. Conduct practical training. Create an environment that is conducive to learning. Keep and maintain learner records and learner attendance records. Set, conduct and mark assessments tasks and provide feedback to students. Perform examination related duties. Assist with additional support programmes. Attend relevant training workshops and apply where necessary. Keep up to date with the latest development in field of study. Support work based placement and exposure for educators and learners.

REQUIREMENTS

- An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education Majoring in Business Management (REQV13)
- Experience in teaching Public Management and teaching in a TVET Sector will be an added advantage.
- Knowledge of theory and practice in the relevant field.
- Sound communication skills.
- Computer literacy is highly recommended.
- SACE Registration
- Assessor/Moderator qualification and accreditation will be an added advantage

**LECTURER IN ELECTRICAL ENGINEERING
MLUMATI CAMPUS X4 REF NO: EHL 23/2019
BARBERTON CAMPUS X8 REF NO: EHL: 29/2019
MAPULANENG CAMPUS X5 REF NO: EHL 31/2019
NELSPRUIT CAMPUS X5 REF NO: EHL 27/2019
SALARY RANGE: R198 774 – R221 790 PA (PL1)**

KEY PERFORMANCE AREAS

The successful candidate(s) will be required to lecture report 191 nated Programme N4 to N6. Promote quality teaching and learning: Monitor student performance. Lesson planning and preparations. Provide academic support to learners. Conduct practical training. Create an environment that is conducive to learning. Keep and maintain learner records and learner attendance records. Set, conduct and mark assessments tasks and provide feedback to students. Perform examination related duties. Assist with additional support programmes. Attend relevant training workshops and apply where necessary. Keep up to date with the latest development in field of study. Support work based placement and exposure for educators and learners.

REQUIREMENTS

- An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education Majoring in Electrical Engineering (REQV13)
- Experience in teaching Public Management and teaching in a TVET Sector will be an added advantage.
- Knowledge of theory and practice in the relevant field.
- Sound communication skills.
- Computer literacy is highly recommended.
- SACE Registration
- Assessor/Moderator qualification and accreditation will be an added advantage
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**LECTURER IN MECHANICAL ENGINEERING
MAPULANENG CAMPUS X4 REF NO: EHL 30/2019
MLUMATI CAMPUS X3 REF NO: EHL 24/2019
NELSPRUIT CAMPUS X2 REF NO: EHL 28/2019
SALARY RANGE: R198 774 – R221 790 PA (PL1)**

KEY PERFORMANCE AREAS

The successful candidate(s) will be required to lecture report 191 nated Programme N4 to N6. Promote quality teaching and learning: Monitor student performance. Lesson planning and preparations. Provide academic support to learners. Conduct practical training. Create an environment that is conducive to learning. Keep and maintain learner records and learner attendance records. Set, conduct and mark assessments tasks and provide feedback to students. Perform examination related duties. Assist with additional support programmes. Attend relevant training workshops and apply where necessary. Keep up to date with the latest development in field of study. Support work based placement and exposure for educators and learners.

REQUIREMENTS

- An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education Majoring in Mechanical Engineering (REQV13)
- Experience in teaching Public Management and teaching in a TVET Sector will be an added advantage.
- Knowledge of theory and practice in the relevant field.
- Sound communication skills.
- Computer literacy is highly recommended.
- SACE Registration
- Assessor/Moderator qualification and accreditation will be an added advantage

LECTURER IN CIVIL ENGINEERING
MLUMATI CAMPUS X4 REF NO: EHL 25/2019
MAPULANENG X5 REF NO: EHL 32/2019
SALARY RANGE: R198 774 – R221 790 PA (PL1)

KEY PERFORMANCE AREAS

The successful candidate(s) will be required to lecture report 191 nated Programme N4 to N6. Promote quality teaching and learning: Monitor student performance. Lesson planning and preparations. Provide academic support to learners. Conduct practical training. Create an environment that is conducive to learning. Keep and maintain learner records and learner attendance records. Set, conduct and mark assessments tasks and provide feedback to students. Perform examination related duties. Assist with additional support programmes. Attend relevant training workshops and apply where necessary. Keep up to date with the latest development in field of study. Support work based placement and exposure for educators and learners.

REQUIREMENTS

- An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education Majoring in Civil Engineering (REQV13)
- Experience in teaching Public Management and teaching in a TVET Sector will be an added advantage.
- Knowledge of theory and practice in the relevant field.
- Sound communication skills.
- Computer literacy is highly recommended.
- SACE Registration
- Assessor/Moderator qualification and accreditation will be an added advantage

LECTURER IN ENGINEERING SCIENCE
MAPULANENG CAMPUS X5 REF NO: EHL 33/2019
SALARY RANGE: R198 774 – R221 790 PA (PL1)

KEY PERFORMANCE AREAS

The successful candidate(s) will be required to lecture report 191 nated Programme N4 to N6. Promote quality teaching and learning: Monitor student performance. Lesson planning and preparations. Provide academic support to learners. Conduct practical training. Create an environment that is conducive to learning. Keep and maintain learner records and learner attendance records. Set, conduct and mark assessments tasks and provide feedback to students. Perform examination related duties. Assist with additional support programmes. Attend relevant training workshops and apply where necessary. Keep up to date with the latest development in field of study. Support work based placement and exposure for educators and learners.

REQUIREMENTS

- An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education Majoring in Engineering Science (REQV13)
- Experience in teaching Public Management and teaching in a TVET Sector will be an added advantage.
- Knowledge of theory and practice in the relevant field.
- Sound communication skills.
- Computer literacy is highly recommended.
- SACE Registration
- Assessor/Moderator qualification and accreditation will be an added advantage

LECTURER IN MATHEMATICS
MAPULANENG CAMPUS X4 REF NO: EHL 34/2019
MLUMATI CAMPUS X2 REF NO: EHL 26/2019
SALARY RANGE: R198 774 – R221 790 PA (PL1)

KEY PERFORMANCE AREAS

The successful candidate(s) will be required to lecture report 191 nated Programme N4 to N6. Promote quality teaching and learning: Monitor student performance. Lesson planning and preparations. Provide academic support to learners. Conduct practical training. Create an environment that is conducive to learning. Keep and maintain learner records and learner attendance records. Set, conduct and mark assessments tasks and provide feedback to students. Perform examination related duties. Assist with additional support programmes. Attend relevant training workshops and apply where necessary. Keep up to date with the latest development in field of study. Support work based placement and exposure for educators and learners.

REQUIREMENTS

- An appropriate National Diploma/Bachelor's Degree or equivalent qualification in Education Majoring in Mathematics (REQV13)
- Experience in teaching Public Management and teaching in a TVET Sector will be an added advantage.
- Knowledge of theory and practice in the relevant field.
- Sound communication skills.
- Computer literacy is highly recommended.
- SACE Registration
- Assessor/Moderator qualification and accreditation will be an added advantage

PLEASE NOTE THE FOLLOWING:

Relevant Employment Acts will be considered when filling this position. Application should be submitted on form Z83 obtainable from any Public Services Departments, stating the relevant reference number, a recent updated CV, as well as certified copies of all qualifications including academic record, ID document and driver's license. Failure to submit the requested documents will result in your application not being considered. No faxed applications will be considered. The College reserves the right to withdraw the post at any time. Communication will only be entered into with short-listed and the successful candidates. If you have not heard from us within 21 days after the closing date, please accept that your application has been unsuccessful. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. NB Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit. The Employer reserves the right not to make an appointment. Where applicable. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications, and criminal record verification.

ENQUIRIES: Ms. P Duma (013) 752 7105. Kindly forward all applications to: The Principal, Ehlanzeni TVET College, Private Bag X11297, Nelspruit, 1200 or hand - deliver to the Corporate Centre at 29 Bell Street, Nelspruit, 1200.

CLOSING DATE: 23 APRIL 2019 at 16:00

