



## CAREER OPPORTUNITIES: INTERNAL AND EXTERNAL ADVERTISEMENT

Central Johannesburg TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the following permanent academic post. (Post re-advertised and candidate who had applied previously may re apply)

<b>Post Description</b>	<b>Senior Lecturer: Engineering and Related Design</b>
<b>Post Level</b>	<b>PL2</b>
<b>Salary Notch</b>	<b>Minimum R353 979 per annum plus benefits</b>
<b>Post reference</b>	ERD/ENG/20/2023
<b>Centre</b>	<b>Central Johannesburg TVET College</b>
<b>Minimum Requirements</b>	<ul style="list-style-type: none"> <li>- A National Senior Certificate/ Grade 12 or equivalent.</li> <li>- A recognized 3-year diploma/ degree in the appropriate field which must include a teaching qualification.</li> <li>- A recognized and relevant post graduate qualification would be an advantage. At least (3) years teaching experience in a TVET college within the required area of expertise.</li> <li>- A sound knowledge of the TVET college landscape. Experience and knowledge of TVET assessment policy and practice.</li> <li>- Skills and experience in lesson planning and teaching practice.</li> <li>- Ability to handle pressure and meet deadlines. Strong communication, report writing and problem solving skills. Involvement in professional development.</li> <li>- SACE registration is compulsory. Advanced computer skills (MSWord, Excel, PowerPoint &amp; MS Outlook).</li> </ul>
<b>Core duties and responsibilities</b>	<ul style="list-style-type: none"> <li>- Manage registration of students and student induction procedure in co-operation with other line managers.</li> <li>- Planning of educator work allocation</li> <li>- Assisting Campus Manager with compilation of the time table in line with College Teaching and Learning Plan.</li> <li>- Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes.</li> <li>- Implement and monitor all policies that positively impact on learning delivery including examination and certification of students within the department.</li> <li>- Create a conducive classroom environment and ensure efficient classroom management and discipline of students.</li> <li>- Liaise with the Lecturers, other Programme Managers and Student Support Officers in providing support interventions programme to students.</li> </ul>

	<ul style="list-style-type: none"> <li>- Assist and facilitate Students Work Based Experience (WBE) as well as Lectures Workplace Integrated Learning (WIL).</li> <li>- Provide subject leadership to relevant staff.</li> </ul>
<b>Enquiries</b>	<ul style="list-style-type: none"> <li>- Mr. MB Khakhu on (011) 351 6000</li> </ul>
<b>Applications instruction</b>	<ul style="list-style-type: none"> <li>- Applications must be submitted using the following link: <a href="https://forms.gle/fguktPAAR24saXFU6">https://forms.gle/fguktPAAR24saXFU6</a> accessible in the Central Johannesburg TVET College website.</li> <li>- <b>APPLICATIONS:</b> All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3) references (provide their contact number and email addresses), copies of all qualifications, including academic records/transcripts, SACE certificate, Driver's License and ID document. <b>These documents must be on a PDF format.</b></li> <li>- The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The College reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.</li> <li>- The Central Johannesburg TVET College is an equal opportunity employer.</li> <li>- All applications must reach the College on or before the closing date: <b>14 April 2023</b></li> </ul>