



## CAREER OPPORTUNITIES: INTERNAL/EXTERNAL ADVERTISEMENT

Applications are invited from **ALL** suitable qualified applicants to apply for the following vacant position on a fixed term Contract:

<b>Post Description</b>	Lecturer: Mechanical Engineering
<b>Post Level</b>	PL1
<b>Post reference</b>	CJCR/20/02
<b>Salary Notch</b>	According to Higher Education and Training salary scales
<b>Centre</b>	<b>Riverlea Campus</b>
<b>Minimum Requirement</b>	A recognised 3-year qualification/Diploma or Degree in Teachers qualification with majors in Mechanical, in-depth knowledge of the subject. Registration with SACE (South African Council of Educators). Excellent communication in English (written and verbal), organizing, planning and administration skills. Ability to monitor students' performance and provide critical feedback in objective and professional manner. In-depth knowledge of the subject programme (subjects). Ability to relate students in a professional manner and to promote a conducive teaching and learning environment.
<b>Key Responsibilities</b>	<p><b>The incumbent should be able to teach the following subjects:</b></p> <ul style="list-style-type: none"><li>- Mathematics –N1-N3</li><li>- Drawing – N1 –N3</li><li>- Fitting - N1- N3</li><li>- Engineering Science – N1- N3</li></ul> <p><b>The incumbent should also able to perform the following, when not teaching:</b></p> <ul style="list-style-type: none"><li>- Assist with registration and induction of students. Facilitate general academic and career development of students.</li><li>- Prepare lesson plan and lecturer students in compliance with College Annual Academic Plan, the Campus timetable and the College Quality Management System</li><li>- Assess students, maintain assessment records and capture marks electronically. Create a conducive classroom environment and ensure efficient classroom management and discipline students. Report to the Senior Lecturer.</li></ul>
<b>Enquiries</b>	<b>Mr MB Khakhu 0 (011) 351 6000</b>
<b>E-mail to:</b>	Application must be directed to the following e-mail address, <a href="mailto:recruitment11@cjc.edu.za">recruitment11@cjc.edu.za</a> . All applications must reach the Campus on or before the closing date <b>02 April 2021</b> , Time <b>24H00</b> . Applicant must complete Z83 form which is obtainable from any Public Service Department. Application must be accompanied by comprehensive CV, recently certified copies of relevant qualifications or transcripts (not older than six (6) months) and an ID document. Please note that no faxes or posted applications will be accepted. <b>NB:</b> Please when applying quote correct reference number and post descriptions, if not, your application will not be considered.
<b>General Instructions</b>	The College is an equal opportunity affirmative action employer and reserves the right not to fill the vacant advertised post, and to verify the qualifications of all shortlisted candidates prior to or after the issuing of an offer of appointment. The Salary is determined according to the Department of Higher Education and Training salary scales. 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.



## APPLICATION FOR EMPLOYMENT

### WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. **You need to fill in all sections of this form** completely, accurately and legibly. This will help to process your application fairly.

### WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

### ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

### SPECIAL NOTES

1 – All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.

2 – Passport number in the case of non-South Africans.

3 – This information is required to enable the department to comply with the Employment Equity Act, 1998.

4 – This information will only be taken into account if it directly relates to the requirements of the position.

5- The Executive Authority shall consider the criminal record (s) against the nature of the job functions in line with internal **information security and disciplinary code**.

6- The applicant may submit additional information separately where the space provided is not sufficient.

7- Departments must accept certified documents that accompany the application(s) with certification that is up to 6 months, unless the advert prescribes a longer period.

### A. THE ADVERTISED POST (All sections of this form are compulsory)

Position for which you are applying (as advertised)	Department where the position was advertised
Reference number (as stated in the advert)	If you are offered the position, when can you start OR how much notice must you serve with your current employer?

### B. PERSONAL INFORMATION<sup>1</sup>

Surname and Full names														
Date of Birth	DD/MM/YY	Identity Number												
		Passport <sup>2</sup> number												
Race <sup>3</sup>	<b>African</b>	<b>White</b>	<b>Coloured</b>			<b>Indian</b>			<b>Other</b>					
Gender <sup>3</sup>						Female			Male					
Do you have a disability?		Yes			No									
Are you a South African citizen?		Yes			No									
If no, what is your nationality?														
Do you have a valid work permit? (only if non-South African)		Yes			No									
Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? <sup>5</sup> If yes (provide the details)		Yes			No									
Do you have any pending criminal case against you? If yes, (provide the details) <sup>5</sup>		Yes			No									
Have you ever been dismissed for misconduct from the Public Service? <sup>4</sup> If yes (provide the details) <sup>6</sup>		Yes			No									
Do you have any pending disciplinary case against you? If yes, (provide the details)		Yes			No									
Have you resigned from a recent job pending any disciplinary proceeding against you? <sup>4</sup> If yes, (please note that the provisions of the Public Service Act shall apply).		Yes			No									
Have you been discharged or retired from the Public Service on grounds of ill-health or on condition that you cannot be re-employed? <sup>4</sup>		Yes			No									
Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? <sup>6</sup> If yes, (provide the details) <sup>6</sup>		Yes			No									
In the event that you are employed in the Public Service, will you immediately relinquish such business interests?		Yes			No									
Please specify the total number of years of experience you have		Private Sector			Public Sector									
If your profession or occupation requires official registration, provide date and particulars of registration		Date			Reg. No									

8- Each application for employment form must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process.	<b>C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS</b>				
	Preferred language for correspondence				
	Method for correspondence	<b>Post</b>	<b>E-mail</b>	<b>Fax</b>	<b>Telephone</b>
	Contact details (in terms of the above)				

<b>D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'</b>					
	Languages (specify)				
Speak					
Write or read					

<b>E. FORMAL QUALIFICATION<sup>7</sup> (from highest to the lowest)</b>		
Name of School/Technical College	Name of qualification obtained	Year obtained
Current study (institution and qualification):		

<b>F. WORK EXPERIENCE (Also attach a detailed CV)<sup>6</sup></b>							
Employer (including current employer)	Post held	From		To		Reason for leaving	
		MM	YY	MM	YY		
If you were previously employed in the Public Service, is there any condition that prevents your re-appointment						<b>Yes</b>	<b>No</b>
If yes, Provide the name of the previous employing department and indicate the nature of the condition.							

<b>G. REFERENCES</b>		
Name	Relationship to you	Tel. No. (office hours)

<b>DECLARATION</b>	
<i>I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information provided will result in my application being disqualified or disciplinary action taken against me if I am appointed.</i>	
<b>Signature:</b>	<b>Date:</b>