

CAREER OPPORTUNITIES: INTERNAL ADVERTISEMENT

Central Johannesburg TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates on a temporary basis , to apply for the following positions:

Post Description	Acting Senior Lecturer (Mechanical Engineering)
Salary Level	PL2
Salary Notch	Will determine according to DHET salary scale
Post reference	Alex/10/2021
Centre	Alexandra Campus
Minimum Requirement	A National Senior Certificate/ Grade 12 or National Certificate Vocational (NCV) Level 4 Certificate. A recognised (3) three or (4) four years Bachelor's Degree/ National Diploma in Mechanical Engineering field or equivalent qualification. A recognised teaching qualification (Diploma/Degree/Post Graduate). At least three years of relevant experience as a lecturer.
Aim of the job	To monitor and engage in class teaching, including academic, administrative, educational and disciplinary aspects and to organise extra and co-curricular activities so as to ensure that the education of the learners is promoted in a proper manner.
Core duties and responsibilities	<p>The duties and responsibilities of the job are individual and varied, depending on the approach and needs of the particular campus, and include but not limited to, the following:</p> <p>Teaching: To monitor and engage in class teaching as per workload of the relevant post level and the needs of the Campus. To be a class teacher if required. To assess and to record the attainment of student/learners taught.</p> <p>Extra-and co-curricular – To be in charge of a subject area or phase. To jointly develop the policy for that department. To provide and co-ordinate guidance.</p> <p>To Control - Mark sheet, test and examination papers as well as memorandum; the administrative responsibility of the staff. To share in the responsibilities of organising and conducting extra and co-curricular activities; reports submitted to the Campus Manager as required.</p> <p>Personnel – To advice Campus Manager regarding division of work among staff in the Department. To participate in agreed educator appraisal processes in order to regularly review their professional practice with the aim of improving teaching, learning and management.</p>
Enquiries	Ms L Phiri – (011) 351 6000
Postal/Hand delivered to:	- Application must be directed to the following e-mail address: recruitment29@cjc.edu.za . All applications must reach the Campus on or before the closing date: 01 November 2021, Time: 16h:00 . Applicant must complete the new Z83 form which is obtainable from any Public Service Department. Application must be accompanied by comprehensive CV, copies of relevant qualifications or transcripts and an ID document (need not be certified). Certified copies will be requested from the shortlisted candidates. Please note that no faxes or posted applications will be accepted. Applications must be submitted online.
General Instructions	<p>- 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.</p> <p>All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.</p>