

CAREER OPPORTUNITIES: INTERNAL/ 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 TVET Education posts:

Post Description	<ol style="list-style-type: none"> 1. HOD: Business studies: Ref: CJC/B/24/2022 2. HOD: Tourism: Ref: CJC/T/26/2022
Minimum Requirements	<ul style="list-style-type: none"> - A National Senior Certificate/ Grade 12 or National Certificate Vocational (NCV) Level 4 Certificate. - A recognised 3-year diploma/ degree in the appropriate field which must include a teaching qualification. - A recognised and relevant post graduate qualification would be an advantage. - At least five (5) years teaching experience in a TVET college within the required area of expertise, with 3 years at an academic supervisory level. - A sound knowledge of the TVET college landscape. Ability to handle pressure and meet deadlines. - Strong leadership, monitoring, evaluation, communication, negotiation, networking, report writing, conflict resolution, and problem solving skills. - Strong event and project management Skills. - Track record of implementing planned goals and working with a range of professionals. - Experience and knowledge of TVET assessment policy and practice. - Skills and experience in lesson planning and teaching practice. - Involvement in professional development. SACE registration is compulsory. - Advanced computer skills (MSWord, Excel, PowerPoint MS & Outlook). Valid Driver's licence.
Duties	<ul style="list-style-type: none"> - Provide support to the Campus Manager in the effective running of your division. - Manage your allocated division or units. Budget for your divisional needs and maintain records of resources. - Respond to campus resources and maintenance needs. Make arrangements for procurement requests or maintenance needs. - Oversee the maintenance and operations of workshops, simulations, practical rooms and equipment where relevant. - Ensure compliance with ICASS guideline and health and safety regulations. Manage the administration and conduct of national examinations. - Manage student attendance and performance. - Manage educator appraisal and performance assessments. - Manage the implementation of curricula and sound teaching and learning.

	<ul style="list-style-type: none"> - Facilitate and monitor adherence to policies that have an impact on teaching and learning. - Provide guidance and academic support to Senior Lecturers. - Monitor the scheme of work, year plans, develop teaching and lecturer time-tables. - Fulfil teaching duties as per departmental teaching policy. Coordinate part time classes where necessary.
Post Description	<ol style="list-style-type: none"> 1. Senior Lecturer: Nated Mechanical Subjects: Ref: CJC/NM/27/2022 2. Senior Lecturer: NCV Fundamental Subjects: Ref: CJC/NF/28/2022 3. Senior Lecturer: Building and Civil Engineering: Ref: CJC/BC/29/2022 4. Senior Lecturer: Engineering and Related Design: Ref: CJC/ER/30/2022 5. Senior Lecturer: Fundamentals: Ref: CJC/F/31/2022
Minimum Requirements	<ul style="list-style-type: none"> - A National Senior Certificate/ Grade 12 or National Certificate Vocational (NCV) Level 4 Certificate. - A recognised 3-year diploma/ degree in the appropriate field which must include a teaching qualification. - A recognised 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. - A sound knowledge of the TVET college landscape. Experience and knowledge of TVET assessment policy and practice. - Skills and experience in lesson planning and teaching practice. - Ability to handle pressure and meet deadlines. Strong communication, report writing and problem solving skills. Involvement in professional development. - SACE registration is compulsory. Advanced computer skills (MSWord, Excel, PowerPoint & MS Outlook).
Duties	<ul style="list-style-type: none"> - Manage registration of students and student induction procedure in co-operation with other line managers. - Planning of educator work allocation - Assisting Campus Manager with compilation of the time table in line with College Teaching and Learning Plan. - Coordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. - Implement and monitor all policies that positively 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. - Liaise with the Lecturers, other Programme Managers and Student Support Officers in providing support interventions programme to students. - Assist and facilitate Students Work Based Experience (WBE) as well as Lectures Workplace Integrated Learning (WIL). - Provide subject leadership to relevant staff.
Enquiries	Mr B Khakhu – (011) 351 6000

<p>Postal/Hand delivered to:</p>	<ul style="list-style-type: none"> - Application must be directed to the following e-mail addresses: - HOD: Business studies: Ref: CJC/B/24/2022 recruitment29@cjce.edu.za - HOD: Tourism: Ref: CJC/T/26/2022 recruitment30@cjce.edu.za - Senior Lecturer: Nated Mechanical Subjects: Ref: CJC/NM/27/2022 recruitment31@cjce.edu.za - Senior Lecturer: NCV Fundamental Subjects: Ref: CJC/NF/28/2022 recruitment32@cjce.edu.za - Senior Lecturer: Building and Civil Engineering: Ref: CJC/BC/29/2022 recruitment33@cjce.edu.za - Senior Lecturer: Engineering and Related Design: Ref: CJC/ER/30/2022 recruitment34@cjce.edu.za - Senior Lecturer: Fundamentals: Ref: CJC/F/31/2022 recruitment35@cjce.edu.za - If you apply for more than one post, submit separate applications for each post that you apply for. Please quote the relevant post name and reference number on the subject line for emailed applications. All applications must reach the College on or before the closing date: 25 February 2022 at 16h00. Applicant must complete the new Z83 form which is obtainable from any Public Service Department. Applications must be accompanied by comprehensive CV, copies of relevant qualifications and 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.
<p>General Instructions</p>	<ul style="list-style-type: none"> - 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.