

## 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:**

<b>Post Description</b>	<ol style="list-style-type: none"> <li>1. Senior Lecturer: Building and Civil Engineering: <b>Ref: CJC/BC/29/2022</b></li> <li>2. Senior Lecturer: Engineering and Related Design: <b>Ref: CJC/ER/30/2022</b></li> </ol>
<b>Minimum Requirements</b>	<ul style="list-style-type: none"> <li>• A National Senior Certificate/ Grade 12 or National Certificate Vocational (NCV) Level 4 Certificate.</li> <li>• A recognised 3-year diploma/ degree in the appropriate field which must include a teaching qualification.</li> <li>• A recognised and relevant post graduate qualification would be an advantage.</li> <li>• 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.</li> <li>• Experience and knowledge of TVET assessment policy and practice.</li> <li>• Skills and experience in lesson planning and teaching practice. Ability to handle pressure and meet deadlines.</li> <li>• Strong communication, report writing and problem solving skills.</li> <li>• Involvement in professional development.</li> <li>• SACE registration is compulsory. Advanced computer skills (MS Word, Excel, PowerPoint &amp; MS Outlook)</li> </ul>
<b>Duties</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.</li> <li>• 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> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with the Lecturers, other Programme Managers and Student Support Officers in providing support interventions programme to students.</li> <li>• Assist and facilitate Students Work Based Experience (WBE) as well as Lectures Workplace Integrated Learning (WIL). Provide subject leadership to relevant staff.</li> </ul>
<b>Enquiries</b>	<b>Mr B Khakhu– (011) 351 6000</b>
<b>Email delivery:</b>	<ul style="list-style-type: none"> <li>• Application must be directed to the following e-mail addresses:</li> <li>• Senior Lecturer: Building and Civil Engineering: Ref: CJC/BC/29/2022 <a href="mailto:recruitment33@cjc.edu.za">recruitment33@cjc.edu.za</a></li> <li>• Senior Lecturer: Engineering and Related Design: Ref: CJC/ER/30/2022 <a href="mailto:recruitment34@cjc.edu.za">recruitment34@cjc.edu.za</a></li> <li>• If you apply for more than one post, submit separate applications for each post that you apply for.</li> <li>• Please quote the relevant post name and reference number on the subject line for emailed applications.</li> <li>• All applications must reach the College on or before the closing date: 04 March 2022, Time: 16H00.</li> <li>• Applicant must complete the new Z83 form which is obtainable from any Public Service Department.</li> <li>• Applications must be accompanied by comprehensive CV, copies of relevant qualifications and transcripts and an ID document need not be certified.</li> <li>• 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.</li> </ul>
<b>General Instructions</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The Salary is determined according to the Department of Higher Education and Training salary scales.</li> <li>• People with disabilities are encouraged to apply.</li> <li>• All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.</li> </ul>

#### Central Office

5 Ubla Avenue  
Off Princess of Wales Terrace  
Parktown  
Tel: 011 351 6000

#### Campuses

Alexandra Campus  
Crown Mines Campus  
Ellis Park Campus  
Langlaagte Campus

Parktown Campus  
Riverlea Campus  
Smit Street Campus  
Troyville Campus