

CAREER OPPORTUNITIES: INTERNAL ADVERTISEMENT

Central Johannesburg TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the following vacant position on a fixed term contract.

Post Description	Lecturer : Mathematics
Post Level	PL1
Salary Notch	According to DHET Salary Scales
Post reference	CJC/MATHS08/2022
Centre	Ellispark Campus
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 qualification: Diploma/Degree in Education with major in Mathematics. Registration with SACE preferred. - Excellent communication in English (written and verbal), organising, planning and administration skills. - Advanced computer skills (MSWord, Excel, PowerPoint & MS Outlook)
Key Responsibilities	<ul style="list-style-type: none"> - The incumbent should be able to teach the following subjects: <ul style="list-style-type: none"> • Mathematics N1-N6 • Engineering Science N1-N3 - The incumbent should also be able to perform the following, when not teaching: <ul style="list-style-type: none"> - Assist with registration and induction of students. - Facilitate general academic and career development of students. - Prepare lesson plan and lecture students in compliance with College Policies. - Annual Academic Plan, Campus timetable and the College Quality Management System. - 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.
Enquiries	Ms M Ndawonde – ndawondem@cjc.edu.za.
Postal/Hand delivered to:	<ul style="list-style-type: none"> - Applications must be directed to the following e-mail addresses: recruitment63@cjc.edu.za

	<ul style="list-style-type: none"> - 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: 30 August 2022 at 16h00. - Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, stating the post you are applying for and the relevant reference number, b) a recently updated CV. - Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. - Incomplete applications or applications received after the closing date will not be considered. - A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. - Failure to submit the requested documents will result in your application not being considered. - Applications submitted to incorrect email addresses will not be 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 (if required). - 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 qualification and citizen verification, etc. - The Central Johannesburg TVET College is an equal opportunity employer.
<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.

	<ul style="list-style-type: none">- 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.
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