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higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MLT-ADM-Letterhead-2014-R02

2017-09-15

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KLMAdm

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

POSITION	: EDUCATION SPECIALIST
POST LEVEL	: PL2
SALARY	: R347 703.00 P/A
CENTRE	: BETHLEHEM CAMPUS
REFERENCE	: MALUTI TVET/ BHM005/2020
PERSAL APPOINTMENT	: PERMANENT

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/Standard 10 or NCV Level 4.
- ❖ Relevant 3 Years National Diploma/ Degree
- ❖ A recognised Teacher's qualification.
- ❖ Minimum of 3 years teaching/ lecturing experience.
- ❖ SACE Registration

RECOMMENDATIONS

- ❖ Qualified Assessor
- ❖ Qualified Moderator
- ❖ TVET Sector Knowledge
- ❖ Computer Literacy (MS Word, MS Excel, MS Point)
- ❖ Unendorsed Valid Drivers Licence

CORE DUTIES

- ❖ Planning of the work allocation in the division and assist with the compilation of the Campus timetable.
- ❖ Manage the performances of lecturers in the division.
- ❖ Monitoring of POAs, subject files, students POEs and class attendance of students and lecturers.
- ❖ Manage and control submission of assessment tasks, students' marks (including verifications) and ICASS marks as per the academic plan of the College and DHET.
- ❖ Assists with students registrations and inductions.
- ❖ Prepare and deliver lectures to students
- ❖ Set and moderate assessment tasks, check the quality of assessments tasks administered in the division.

- ❖ Compile own POAs and Subject files and other related documentation.
- ❖ Supervise marking and moderation of internal and external examination scripts.
- ❖ Monitoring and supervision of staff.
- ❖ Write and submit reports as required.
- ❖ Any other reasonable ADHOC duties allocated to the staff member

Applications must be submitted on a PO4/2012 form or Z83 form obtainable from any public service department or from the official DHET website www.dhet.gov.za. The application form should be signed and accompanied by originally certified copies of qualifications, certified copies of academic transcripts, certified copy of unendorsed valid driver's license, certified copy of ID not older than three months and a comprehensive C.V with contact details of at least three references. Foreign qualifications must be accompanied by a SAQA evaluation report.

Immigrants should apply for Work permits before assumption of duty. People with disability are encouraged to apply.

NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Maluti TVET College reserves the right to withdraw the above mentioned position.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be posted or hand delivered to:

**Human Resource Manager
Maluti TVET College: Corporate Office OR
Private Bag X 33
BETHLEHEM
9700**

**Human Resource Manager
Maluti TVET College: Corporate Office
Corner High & Broster Street
BETHLEHEM
9700**

Enquiries: Mr HT Basson - Tel: 058 303 1732

Closing Date: 06 November 2020 @ 13:00

HT Basson
[Signature]
19/10/2020