



Corporate Office
Cnr High & Broster Street
Private Bag X33
Bethlehem
9700
Tel: 058 303 1732
Fax: 058 303 1748
officeman.corp@malutitvet.co.za



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MLT-ADM-Letterhead-2014-R02

2017-09-15

Page 1 of 1

KLM/klm

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

POSITION	: SENIOR EDUCATION SPECIALIST (HOD)
POST LEVEL	: PL3
SALARY	: R414 003.00 P/A
REFERENCE	: MALUTI TVET/BON003/2020
PERSAL APPOINTMENT	: PERMANENT
CENTRE	: BONAMELO CAMPUS

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/ Grade 12/Standard 10 or NCV Level 4
- ❖ 3 Year National Diploma/Degree/Equivalent qualification
- ❖ Five years teaching experience in the TVET Sector
- ❖ A recognised Teacher's qualification.
- ❖ Valid SACE Registration
- ❖ Assessor Certificate

RECOMMENDATIONS

- ❖ 3 Years Managerial experience will be an added advantage.
- ❖ Extensive knowledge of Academic Assessment and Moderation procedures.
- ❖ Sound knowledge of the TVET Colleges landscape,
- ❖ Sound Knowledge of DHET policies pertinent to teaching and learning.
- ❖ Moderator certificate
- ❖ Computer literacy (MS Word, MS Excel, Ms Power Point, MS Outlook)
- ❖ Unendorsed Valid Driver's Licence

DUTIES

- ❖ Planning of educator's work allocations and workloads.
- ❖ Compilation of the time- tables in line with College teaching and learning plans.
- ❖ Coordination of the procurement of the programme training needs.
- ❖ Provide guidance on implementation of syllabi, subject and learning outcomes.
- ❖ Monitor the implementation of ICASS guidelines and all policies that govern learning delivery and assessments.
- ❖ Monitor and control lecturers' POAs, Subject files and students' POEs.
- ❖ Monitor implementation of quality management systems in teaching and learning.
- ❖ Create conducive environment to ensure effective and successful teaching and learning.

- ❖ Planning of students' Work Based Exposure (WBE) and lecturers Workplace Integrated Learning (WIL).
- ❖ Assist Senior Lecturers, Lecturers and Student Support Officer to provide academic support programmes.
- ❖ Management of performance appraisal of educators including annual revision of job descriptions.
- ❖ Communicate with industries/Employers for placement of students and Lecturers.
- ❖ Carry out all other duties related to the post including the administration part related to the post.

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.

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: 13 November 2020 @ 13:00

*HT Basson
HTB
23/10/2020*