



Corporate Office
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**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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

POSITION	: LECTURER
SUBJECT	: INFORMATION PROCESSING, COMPUTER PRACTICE, OFFICE DATA PROCESSING
POST LEVEL	: PL1
SALARY	: R211 098 P/A
REFERENCE	: MALUTI TVET/HARR001/2021
COLLEGE COUNCIL APPOINTMENT	: 12 MONTHS CONTRACT
CENTRE	: HARRISMITH CAMPUS

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/ Grade 12/Standard 10/ NCV Level 4
- ❖ 3 Year National Diploma/Degree in Information Technology or any related qualification
- ❖ A recognised Teacher's qualification.
- ❖ Valid SACE Registration
- ❖ Knowledge in specified subject area(s)

RECOMMENDATIONS

- ❖ Assessor Certificate
- ❖ Moderator Certificate
- ❖ Experience in the TVET Sector
- ❖ Computer literacy (MS Word, MS Excel, Ms Power Point)
- ❖ Unendorsed Valid Driver's Licence

DUTIES

- ❖ Planning of the work allocation in the division.
- ❖ Assisting with the compilation of the Campus timetable.
- ❖ Plan, prepare and deliver lectures to students.
- ❖ Set, moderate and administer assessment tasks as per the College Assessment Schedule.
- ❖ Mark, moderate and compile mark sheets as per the College Academic Calendar and Assessment schedule.
- ❖ Compile and keep up to date POAs, Subject files and student POEs as required.
- ❖ Assist with student verifications and induction.
- ❖ Monitor and keep correct records of student's attendance and performance records
- ❖ Carry out all other duties 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.

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: Ms TP Mathipe - Tel: 058 303 1732

Closing Date: 19 February 2021 @ 13:00

