



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/Adm

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

POSITION	: LECTURER
SUBJECTS	: GRAPHIC DESIGN
POST LEVEL	: PL1
SALARY	: R221 355.00 P/A
CENTRE	: MAIN CAMPUS
REFERENCE	: MALUTI TVET/ MAIN-GD/005/2023
COLLEGE COUNCIL APPOINTMENT	: 12 MONTHS

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/Standard 10 /NCV Level 4.
- ❖ 3 Years National Diploma/ Degree in Graphic Design or relevant qualification.
- ❖ Knowledge of specified subjects.

RECOMMENDATIONS

- ❖ A Recognised Teacher's qualification.
- ❖ Valid SACE Registration.
- ❖ Computer Literacy (MS Word, MS Excel, MS Power Point).
- ❖ TVET Sector Knowledge.
- ❖ Minimum of 3 years teaching/lecturing experience.

CORE DUTIES

- ❖ Plan, prepare and deliver lectures to students.
- ❖ Set, moderate and administer assessment tasks as per 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.
- ❖ Capture students marks (including verification) and ICASS marks as per academic plan of the College and DHET.
- ❖ Assists with students registration and induction.
- ❖ Monitor and keep correct records of student's attendance and performance records.
- ❖ Carry out all other duties related to the post including the administration part related to the post.

Applications must be submitted on a new Z83 form which is effective as at 01 January 2021, obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za (and be fully completed, dated, initialled and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a comprehensive curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for Work permits before assumption of duty. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this post.

NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to short-listed candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the above mentioned advert. Applicants who previously applied are encouraged to re-apply.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be posted or hand delivered to:

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

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

Enquiries: Ms TP Mathipe - Tel: 058 303 1732

Closing Date: 24 March 2023 @13:00

Handwritten signature and date: 2023/03/06