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higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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KLM/itm

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

**POSITION : LECTURER**  
**SUBJECT : OFFICE PRACTICE, ENGLISH/COMMUNICATION**  
**POST LEVEL : PL1**  
**SALARY : R244 884 P/A PLUS 37% IN LIEU OF BENEFITS**  
**REFERENCE : MALUTI TVET/2023**  
**COLLEGE COUNCIL APPOINTMENT : 6 MONTHS CONTRACT**  
**CENTRE : MALUTI TVET COLLEGE**

#### **MINIMUM REQUIREMENTS**

- ❖ National Senior Certificate/ Grade 12/Standard 10/ NCV Level 4
- ❖ 3 Year National Diploma/Degree or equivalent 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
- ❖ English Major

#### **DUTIES**

- ❖ Planning of the work allocation in the division.
- ❖ 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 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](http://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. Maluti TVET College reserves the right to withdraw the above mentioned advert.**

**NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED**

All applications should be posted or hand delivered to:

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

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

Enquiries: Ms TP Mathipe - Tel: 058 303 1732

Closing Date: 4 August 2023 @ 13:00

