



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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



APPLICANTS ARE INVITED TO APPLY FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

POSITION	: LECTURER
SUBJECTS	: COMPUTER PRACTICE, INFORMATION PROCESSING AND L.O
POST LEVEL	: PL1
SALARY	: R256 395 P/A
CENTRE	: HARRISMITH CAMPUS
REFERENCE	: MALUTI TVET/ LCP/HARR014/2024
PERSAL APPOINTMENT	: PERMANENT

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/Standard 10 /NCV Level 4.
- ❖ 3 Year National Diploma/Degree/Relevant Qualification.
- ❖ A Recognised Teacher's qualification.
- ❖ Knowledge in specified subject area(s).
- ❖ Valid SACE registration.
- ❖ 0 to 1 year experience in TVET Sector.

RECOMMENDATIONS

- ❖ Qualified Assesor.
- ❖ Qualified Moderator.
- ❖ Ability to work independently and in a team environment.
- ❖ Unendorsed valid drivers license.
- ❖ Computer Literacy (MS Word, MS Excel, MS Power Point)
- ❖ Knowledge of the TVET sector

CORE DUTIES

- ❖ Planning and organisation of lessons in the above Subject area(s).
- ❖ Teaching and learning delivery.
- ❖ Conduct assessments and moderation as per the College Assessments schedule.
- ❖ Examination invigilation.
- ❖ Capture student's marks (including verification) and ICASS marks as per the academic plan of the College and DHET.
- ❖ Monitor and keep correct records of student's attendance and performance records.

- ❖ Handle all student related administrative duties.
- ❖ Compile PoA, subject file & student portfolio of evidence.
- ❖ Any other reasonable ADHOC duties allocated to the staff member.

Applications must be submitted on a new Z83 form (effective from 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. The Z83 form must be signed. Initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded “no” to the question “Are you conducting business with the state? If yes, (provide the details)”, then it is acceptable for an applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interests?”. “If your profession or occupation requires official registration, provide date and particulars of registration” – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed 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. Maluti TVET College is an equal opportunity affirmative action employer. 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 posts.

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 shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates 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 any of the mentioned adverts.

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 NJ Ntsela - Tel: 058 303 1732

Closing Date: 17 May 2024 @13:00