



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

POSITION : EDUCATION SPECIALIST – BUSINESS STUDIES
POST LEVEL : PL2
SALARY : R412 551.00 P/A
REFERENCE : MALUTI TVET/ES/MAIN031/2024
PERSAL APPOINTMENT : PERMANENT
CENTRE : MAIN CAMPUS

MINIMUM REQUIREMENTS

- ❖ National Senior Certificate/Grade 12/Standard 10 or NCV Level 4.
- ❖ Relevant 3 Year National Diploma/Degree in Finance/Marketing.
- ❖ A recognised Teacher's qualification.
- ❖ Minimum of 3 Years teaching/lecturing experience in a TVET College.
- ❖ Valid SACE Registration.

RECOMMENDATIONS

- ❖ Qualified Assessor.
- ❖ Qualified Moderator.
- ❖ TVET Sector Knowledge.
- ❖ Computer Literacy (MS Word, MS Excel, MS Power Point).
- ❖ Unendorsed Valid Drivers Licence.
- ❖ Sound knowledge of DHET policies relating to teaching and learning.

DUTIES

- ❖ Planning of the Lecturers work allocation and workloads at the Campus.
- ❖ Monitoring and supervision of lecturing staff.
- ❖ Manage performance of lecturers in the division.
- ❖ Compilation of time tables in line with College teaching and learning plans.
- ❖ Provide guidance on implementation of the syllabi, subject and learning outcomes.
- ❖ Monitor the implementation of ICASS guidelines and all policies that govern learning delivery and assessments.
- ❖ Plan, prepare and deliver lectures to students.
- ❖ Setting and moderation of assessment tasks.
- ❖ Assists with examinations and students registrations.
- ❖ Supervise marking and moderation of internally marked scripts.
- ❖ Monitor and control Lecturers POAs, Subject files and students POEs.
- ❖ Assist with planning of the student's Work Based Exposure (WBE) and Lecturers Work

Intergrated Learning (WIL).

- ❖ Assist Student Support Officers to provide academic support programmes.
- ❖ Write and submit reports as required.
- ❖ Any other 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 required to submit the completed Z83 form, a detailed curriculum vitae accompanied by copies of formal qualifications, copies of academic transcripts, copy of unendorsed valid driver’s license (where applicable), copy of ID (both sides if it is a smart card ID). Required documents need not be certified when applying for post, 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 Resources Management
Maluti TVET College: Corporate Office OR
Private Bag X 33
BETHLEHEM
9700

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

Enquiries: Ms TP Mathipe/Ms NJ Ntsela – 058 303 1732

Closing Date: 20 December 2024 @13:00