



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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40 Cnr High & Broster Street  
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MLT-ADM-Letterhead-2014-R02

2023-06-08

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MCJ/mc

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

<b>POSITION</b>	<b>: LECTURER</b>
<b>POST LEVEL</b>	<b>: PL1</b>
<b>SALARY</b>	<b>: R351 972 P/A</b>
<b>SUBJECTS</b>	<b>: GRAPHIC DESIGN</b>
<b>REF NO</b>	<b>: MALUTI TVET/MAIN-LGD001/2025</b>
<b>COLLEGE APPOINTMENT</b>	<b>: 12 MONTHS</b>
<b>CENTRE</b>	<b>: MAIN CAMPUS</b>

### MINIMUM REQUIREMENTS

- National Senior Certificate/Grade 12/Standard 10 /NCV Level 4.
- Relevant 3 Year National Diploma/Degree in Graphic Design
- A Recognised Teacher's qualification.
- Knowledge in specified subject area(s).
- Valid SACE registration.

### RECOMMENDATIONS

- Qualified Assesor.
- Qualified Moderator.
- Unendorsed valid drivers license.
- Computer Literacy (MS Word, MS Excel, MS Power Point)

### 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 College Assessment Schedule.
- Examination invigilation.
- Compile and keep up to date POAs, subject files and student POEs as required.
- Handle all students related administrative duties.
- Verification of ICASS marks.
- 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 (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](http://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) and any other relevant documents. 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. Preference will be given to Indians, Coloured males and females as per the EE targets of the College. 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 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 the mentioned advert.**

#### **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 – 058 303 1732

Closing Date: 30 December 2025 @10:00am