



## VACANCY ADVERT

### INTERNAL ADVERTISEMENT FOR PLP PARTIME LECTURERS

**Nature of Post:** College Post - PLP (Part Time)  
English – 1 Post. REF: KHC/2020/PLPFE  
Life Skills – 1 Post. REF: KHC/2020/PLPFLS

**Work Station:** Msobomvu Campus

**Post Description:** PLP Lecturer

**SALARY:** As per College Part Time Policy

**CENTRE:** King Hintsa TVET College

**REQUIREMENTS:** Grade 12 / Standard 10. Recognised three-year Diploma/Degree with Computer and Life Orientation as a major subject. Teacher qualification and must be registered with SACE. Two years' experience in teaching. Assessor, moderator, TVET Sector experience and a valid driver's licence will be added advantage. Very good knowledge of subject area and work-related applications. Good record keeping and classroom management skills.

**DUTIES:** Teaching PLP in Life Skills and English. Teach students in classrooms or workshops providing theory and practical training through lecturers, discussions, practical demonstrations and supervision; Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching; Maintain student attendance registers and produce student progress reports; Monitor and report on student engagement and responsiveness to teaching activities. Student Assessment and Evaluation: Assess students by setting and marking exams and assignments, and evaluating completed projects; Ensure that work is set and assessed consistently, in line with ICASS principles and College Assessment policy and complete all related administrative records or reports; Participate in subject related assessment and moderation committees; Maintain all assessment records of student progress and performance. Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage); Submit annual and term estimates of material needs (including consumables); Report or facilitate the maintenance of equipment and/or workshops; Comply with all registration, assessment and other data entry requirements; Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Maintain up-to-date knowledge of industry trends in subject area.



## VACANCY ADVERT

**Nature of Post:** College Post - PLP (Part Time)  
Foundational Science – 1 Post. REF: KHC/2020/PLPFS  
Foundational Mathematics – 1 Post. REF: KHC/2020/PLPFM

**Work Station:** Msobomvu Campus

**Post Description:** PLP Lecturer

**SALARY:** As per College Part Time Policy

**CENTRE:** King Hintsa TVET College

**REQUIREMENTS:** Grade 12 / Standard 10. Recognised three-year Diploma/Degree with Science/Mathematics as a major subject. Teacher qualification and must be registered with SACE. Two years' experience in teaching. Assessor, moderator, TVET Sector experience and a valid driver's licence will be added advantage. Very good knowledge of subject area and work-related applications. Good record keeping and classroom management skills.

**DUTIES:** Teaching PLP in Foundational Science/ Foundational Mathematics. Teach students in classrooms or workshops providing theory and practical training through lecturers, discussions, practical demonstrations and supervision; Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching; Maintain student attendance registers and produce student progress reports; Monitor and report on student engagement and responsiveness to teaching activities. Student Assessment and Evaluation: Assess students by setting and marking exams and assignments, and evaluating completed projects; Ensure that work is set and assessed consistently, in line with ICASS principles and College Assessment policy and complete all related administrative records or reports; Participate in subject related assessment and moderation committees; Maintain all assessment records of student progress and performance. Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage); Submit annual and term estimates of material needs (including consumables); Report or facilitate the maintenance of equipment and/or workshops; Comply with all registration, assessment and other data entry requirements; Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Maintain up-to-date knowledge of industry trends in subject area.

### **Notice to Candidates:**

**Mathematics and Science is open only for Msobomvu Campus Lecturers.**

Please submit your application using EDP 01 form, certified copies of qualifications, certified ID copy and a detailed CV.



## VACANCY ADVERT

Faxed or emailed applications will not be considered. Correspondence will only be made to successful candidates.

All applications should be directed to the Manager: Human Resources Department; using the following address:

**Postal Address**

Private Bag X 3018  
Butterworth  
4960

OR

**Physical Address**

218 Mthatha Road, Ibika Location  
Butterworth  
4960

**Closing Date: 31 January 2020 @: 13:00**

Enquiries should be directed to Human Resources Department at **047 401 6400**  
**Ms Soyizwapi P**