

## VACANCY ADVERT

24 January 2018

**King Hintsa TVET College is urgently looking for Substitute Lecturers to offer their services for a short term period of 04 months.**

**Nature of Post:** Substitute Posts (4 Months Contract)

**Work Stations:** Msobomvu Campus – 1 Post

Willowvale Campus – 2 Posts

**Post Description:** Substitute Lecturer: Civil Engineering (Plumbing) Post Level 1

**Ref No:** KHC 2018/01/01

**No. of Posts:** 01

**Requirements:** N. Dip – Civil Engineering (Plumbing), Must be able to teach the following subjects: Plumbing N1 – N2, Building Administration N4 – N6, Building and structural surveying N4 – N6.

**Duties:** Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate POEs' and POAs'.

**Competencies:** Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.

ENQUIRIES: Max Ndzame at 047 401 6400

**Post Description:** Substitute Lecturer: Computer Practice. Post Level 1

**Ref No:** KHC 2018/01/02

**No. of Posts:** 01

**Requirements:** A Relevant M+3 qualification with Computer Practice as a major subject. Teacher qualification will be an added advantage. Experience in TVET college environment will be an added advantage. Be able to teach Computer Practice N4-N6

**Duties:** Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate POEs' and POAs'.

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ENQUIRIES: Max Ndzame at 047 401 6400

### Admin Centre:

**218 Mthatha Road, Private Bag X 3018, Butterworth, 4960**

**Tel: 047 401 6400, Fax: 047 401 6431**

**Email: info@kinghintsacollege.edu.za**

**www.kinghintsacollege.edu.za**



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

## VACANCY ADVERT

**Post Description: Substitute Lecturer: Personnel Management. Post Level 1**

**Ref No: KHC 2018/01/03**

**No. of Posts: 01**

**Requirements:** A Relevant M+3 qualification in Business Studies. Teacher qualification will be an added advantage. Experience in TVET college environment will be an added advantage. Be able to teach Personnel Management and Entrepreneurship and Business Management N4-N6.

**Duties:** Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate POEs' and POAs'.

**Competencies:** Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.

ENQUIRIES: Max Ndzame at 047 401 6400.

### **Notice to Candidates:**

Please submit your application using EDP01 form, certified copies of qualifications, certified ID copy and a detailed CV.

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

All applications must be hand delivered and directed to the Manager: Human Resources Department; using the following address:

### **Physical Address**

218 Mthatha Road, Ibika Location

Butterworth

4960

**Closing Date: 02 February 2018**

*The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.*

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