

VACANCY ADVERT

Nature of Post: 6 Months contract
Work Station: Teko Campus
Post Description: Lecturer
Ref No: 2018/04 -06
No. of Posts: 01

Salary: R198 774 per annum.

Centre: King Hintsa TVET College-Teko Campus.

Requirements: Grade 12 / Standard 10. Recognised three-year Diploma/Degree in Mechanical Engineering, Teacher qualification and SACE Certificate. Two years' experience in teaching. Assessor, moderator, 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 and Learning Delivery: Teach students in classrooms or workshops providing theory and practical training through lectures, 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:

Please submit your application using EDP 01 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 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

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Closing Date: 06 July 2018 @: 14:00

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