



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



## DEPARTMENT OF HIGHER EDUCATION AND TRAINING.

### KING HINTSA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE.

The Department and 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 Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

**APPLICATIONS: Please Forward Your Application, Quoting The Reference Number to: The HR Manager, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.**

**CLOSING DATE: 24 January 2020 at 14H00, applications received after the closing date, emailed or faxed will not be considered.**

**NOTE: Applications must be submitted on form DP01 for Lecturers and must be accompanied by a comprehensive CV and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.**

**ENQUIRIES: Pumza Soyizwapi @ 047 401 6400**

**POST: Lecturer REF: KHC/2020/01/01**

**Nature of Post: College Council Post (Permanent)**

**SALARY: R211 731 per annum PL1**

**CENTRE: King Hintsa TVET College-Willowvale Campus.**

**REQUIREMENTS:** Grade 12 / Standard 10. Recognised three-year Diploma/Degree with Computer 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 Information Processing N4-N6. 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.

**POST: Lecturer REF: KHC/2020/01/02**

**Nature of Post: College Council Post (Permanent)**

**SALARY: R211 731 per annum PL1**

**CENTRE: King Hintsa TVET College-Dutywa Campus.**

**REQUIREMENTS:** Grade 12 / Standard 10. Recognised three-year Diploma/Degree in Information Technology or any Information Technology related qualification. At least 2 – 5 years teaching experience in information technology department in any educational environment. Candidate to hold: Cisco Certified Network Associates 1 and 2 (CCNA) instructor course; Cisco IT essentials; CCNA Cyber Security Operations, MCSE 2008 etc. Teaching qualification will be an added advantage but not compulsory. 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 Data Communication Networking NCV 4, Principles of Computer Programming NCV 3& 4, System analysis and Design NCV 3 & 4. 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.

**POST: Lecturer REF: KHC/2020/01/03**

**Nature of Post: College Council Post (Permanent)**

**SALARY: R211 731 per annum PL1**

**CENTRE: King Hintsa TVET College-Dutywa Campus.**

**REQUIREMENTS:** Grade 12 / Standard 10. Recognised three-year Diploma/Degree in Management and/or entrepreneurship/business management. Relevant Teacher qualification and must be registered with SACE. Two five 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:** Report 191: Communication N5 and N6; Entrepreneurship and Business Management N4; Management Communication N4 and Sales Management N5. 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.

**POST: Lecturer REF: KHC/2020/01/04**

**Nature of Post: College Council Post (Permanent)**

**SALARY: R211 731 per annum PL1**

**CENTRE: King Hintsa TVET College-Dutywa Campus.**

**REQUIREMENTS:** Grade 12 / Standard 10. Recognised three-year Diploma/Degree in B. Ed (Economic and Management Sciences) or National Diploma in Economic Sciences or any other business studies related qualification. Relevant Teacher qualification and must be registered with SACE. Two-five 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 in NCV: Management Practice NCV 3 & 4; Marketing NCV 2 & 3. The incumbent will also be expected to teach English and life orientation NCV 2. 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.

**POST: LECTURER: CIVIL ENGINEERING. REF: KHC/2020/01/05**

**LECTURER: ELECTRICAL ENGINEERING. REF: KHC/2020/01/06**

**Nature of Post: College Council Post (Permanent)**

**SALARY: R211 731 per annum PL1**

**CENTRE: King Hintsa TVET College-Msobomvu Campus.**

**REQUIREMENTS:** Grade 12 / Standard 10. Recognised three-year Diploma/Degree in Electrical engineering Civil Engineering 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 All programme related subjects from N1-N6, Teaching and Learning Delivery: 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.

**Post: Substitute Lecturer: Ref No: KHC/2020/01/07 (4 Moths Contract)**

**Salary: R211 731 per annum.**

**Centre: King Hintsa TVET College-Msobomvu Campus.**

**Requirements:** Grade 12 / Standard 10. Recognised three-years Diploma in Electrical/Mechanical Engineering/N6 with trade test Certificate/ any relevant qualification and must have done Maths from S1-S3/N1-N6. Must have teacher Work-related. Must be able to teach Maths and Very good knowledge of subject area and work-related applications. Must have at least one-year experience in teaching. Must have SACE registration Certificate. Good record keeping and classroom management skills. Assessor, moderator, and a valid driver's licence will be added advantage.

**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.

**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.

**Post: Substitute Lecturer: Ref No: KHC/2020/01/08 (4 Moths Contract)**

**Salary: R211 731 per annum.**

**Centre: King Hintsa TVET College- Willowvale Campus.**

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

**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.

**DUTIES:** Teaching and Learning Delivery: Entrepreneurship N4 – N6. Sales N5 – N6. 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.

**POST: HEAD OF DEPARTMENT: ENGINEERING AND FARMING MANAGEMENT**

**PL3 REF NO: KHC/2020/01/09**

**Nature of Post: College Council Post (Permanent)**

**SALARY: R 391 677 per annum**

**CENTRE: King Hintsa TVET College (Teko Campus)**

**REQUIREMENTS:** An appropriate Bachelor Degree or Diploma in Mechanical/Civil/Electrical -Engineering / Agriculture. professional teacher's qualification with a minimum of 5 years teaching experience in management will be an added advantage, it is a requirement that all educators be registered with SACE; Must be computer literate in MS Office (Word Excel, Power Point and Outlook). Must possess a driver's license; Assessor and /or moderator training will be added advantage Competencies ; An understanding of TVET College curriculum and assessments; Excellent management and organizational skills; Excellent verbal and written communication skills ; Must be prepared to work ,if and the need arises, at any of the college campuses; must be prepared to take and implement instructions delegated by supervisor/managers; Must be able to work under pressure and adopt to changes in the TVET sector.

**DUTIES:** The successful incumbent will be responsible for the monitoring and support of the following functions: Oversee curriculum and assessments; Offer academic and educational leadership for the campus; Monitor, Evaluate and support the setting and moderation of assessment; Monitor, Evaluate and support the delivery of teaching and learning; Continuously monitor, Evaluate and support educator and learner performance. Procurement distribution and retrieval of learning and teaching material; Monitor campus- based and cross campus assessments; Management of general administration including enrolments, examinations; class attendance; Report writing: weekly, monthly, quarterly, annually and or academic board; Responsible for the timetabling; policy development and implementation; Responsible for the work based placement and exposure for educators and learners ; Manage absenteeism of learners and students; Lecture minimum hours as per educators workload in ELRC Collective Agreement of 1 of 2013.

**POST: HEAD OF DEPARTMENT (HOD): BUSINESS STUDIES PL3 REF NO:**

**KHC/2020/01/10**

**Nature of Post: College Council Post (Permanent)**

**SALARY: R 391 677 per annum**

**CENTRE: King Hintsa TVET College (Dutywa Campus)**

**REQUIREMENTS:** An appropriate Bachelor Degree or Diploma in Business studies. professional teacher's qualification with a minimum of 3-5 years' experience in an educational environment. it is a requirement that all educators be registered with SACE; Must be computer literate in MS Office (Word Excel, Power Point and Outlook). Must possess a driver's license; Assessor and /or moderator training will be added advantage Competencies ; An understanding of TVET College curriculum and assessments; Excellent management and organizational skills; Excellent verbal and written communication skills ; Must be prepared to work ,if and the need arises, at any of the college campuses; must be prepared to take and implement instructions delegated by supervisor/managers; Must be able to work under pressure and adopt to changes in the TVET sector.

**DUTIES:** The successful incumbent will be responsible for the monitoring and support of the following functions: Oversee curriculum and assessments; Offer academic and educational leadership for the campus; Monitor, Evaluate and support the setting and moderation of assessment; Monitor, Evaluate and support the delivery of teaching and learning; Continuously monitor, Evaluate and support educator and learner performance. Procurement distribution and retrieval of learning and teaching material; Monitor campus- based and cross campus assessments; Management of general administration including enrolments, examinations; class attendance; Report writing: weekly, monthly, quarterly, annually and or academic board; Responsible for the timetabling; policy development and implementation; Responsible for the work based placement and exposure for educators and learners ; Manage absenteeism of learners and students; Lecture minimum hours as per educators workload in ELRC Collective Agreement of 1 of 2013.

**POST: HEAD OF DEPARTMENT (HOD): ENGINEERING STUDIES PL3 REF NO:**

**KHC/2020/01/11**

**Nature of Post: College Council Post (Permanent)**

**SALARY: R 391 677 per annum**

**CENTRE: King Hintsa TVET College (Msobomvu Campus)**

**REQUIREMENTS:** An appropriate Bachelor Degree or Diploma in Civil/Electrical Engineering/ Mechanical professional teacher's qualification with a minimum of 5 years teaching experience, and management experience will be an added advantage, it is a requirement that all educators be registered with SACE; Must be computer literate in MS Office (Word Excel, Power Point and Outlook). Must possess a driver's license; Assessor and / or moderator training will be added advantage Competencies ; An understanding of TVET College curriculum and assessments; Excellent management and organizational skills; Excellent verbal and written communication skills ; Must be prepared to work ,if and the need arises, at any of the college campuses; must be prepared to take and implement instructions delegated by supervisor/managers; Must be able to work under pressure and adopt to changes in the TVET sector.

**DUTIES:** The successful incumbent will be responsible for the monitoring and support of the following functions: Oversee curriculum and assessments; Offer academic and educational leadership for the campus; Monitor, Evaluate and support the setting and moderation of assessment; Monitor, Evaluate and support the delivery of teaching and learning; Continuously monitor, Evaluate and support educator and learner performance. Procurement distribution and retrieval of learning and teaching material; Monitor campus- based and cross campus assessments; Management of general administration including enrolments, examinations; class attendance; Report writing: weekly, monthly, quarterly, annually and or academic board; Responsible for the timetabling; policy development and implementation; Responsible for the work based placement and exposure for educators and learners ; Manage absenteeism of learners and students; Lecture minimum hours as per educators workload in ELRC Collective Agreement of 1 of 2013.