



VACANCY ADVERT

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

Nature of Post: (4 Months Contract)

Post Description: Substitute Lecturer: Computer Practice

Post Level :1

Work station: Willowvale Campus

Ref No: KHC 2019/01-02

No. of Posts: 01

Salary: R198 774 per annum.

Centre: King Hints TVET College-Willowvale Campus

Requirements: Grade 12 / Standard 10 with M+3 Qualification majoring with Computer Practice or Computer Applications Technology. At least six months-experience in teaching. Must be registered with SACE. Teacher qualification, assessor, Moderator and TVET Sector experience will be added advantage. Must 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'.

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: Ms Soyizwapi P at 047 401 6400/ Mr Malusi MBJ



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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: 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: 08 February 2019 @: 14:00

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