



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



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King Hintsa TVET College is urgently looking for Facilitators to offer their services in Learnerships for a short term period of 04 months.

Nature of Post: Facilitator: Occupational Programmes (4 Months Contract)

Work Stations: King Hintsa TVET College

Post Description: Facilitators: Civil Engineering (Plumbing)
Salary R185,769 per annum (Post Level 1)
Ref No: KHC 2018/0401/OP
No. of Posts: 04

Requirements: N. Diploma or Degree – Civil Engineering (Plumbing), N3 – N6 plus Trade Test, or any relevant qualification. Must be registered as an Assessor and Moderator with EW SETA.

Duties: Assist with 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 Admin Clerk, Project Coordinator, Placement Officer, Manager Occupational Programmes 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.

Post Description: Facilitator: Learnership Programmes (4 Months Contract)
Salary R185,769 per annum (Post Level 1)
Ref No: KHC 2018/0402/OP
No. of Posts: 01

Requirements: National Diploma or Degree in Business Management or any M⁺³ relevant qualifications. Must be a registered Assessor and Moderator with W&R SETA.

Duties: Assist with 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 Admin Clerk, Project Coordinator, Placement Officer, Manager Occupational Programmes 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 letters, 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: 30 April 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.