



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



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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.

NOTE: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

APPLICATIONS: Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960

CLOSING DATE: Friday, 28 May 2024 @16H00. applications received after the closing date will not be considered.

POST: NCV Marketing

NATURE OF POST: 6 Months Contract

REF: KHC/2024/05/DUT1

SALARY: R256 395

CENTRE: King Hintsa TVET College

Requirements: Must have Grade 12 / Standard 10; A recognised three-year Diploma/Degree in Marketing; Marketing Management or Business Management studies majoring in Marketing, Sales Management, Branding, Advertising, Integrated Marketing Communication, Market Research, Digital Marketing, Wholesale and Retail; Teacher qualification and SACE registration. One year experience in teaching. Computer Literacy, 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 Advertising and Promotions, Marketing, Marketing Communication and Wholesale and Retail from levels 2-4. Teach students in classrooms or workshops and online 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. Invigilation is compulsory.

POST: Report 191/ NATED Marketing Management

NATURE OF POST: 6 Months Contract

REF: KHC/2024/05/DUT2

SALARY: R256 395

CENTRE: King Hintsa TVET College

Requirements: Must have Grade 12 / Standard 10; a recognised three-year Diploma/Degree in Marketing; Marketing Management or Business Management studies majoring in Marketing, Sales Management, Branding, Advertising, Integrated Marketing Communication, Market Research, Digital Marketing, Wholesale and Retail; Teacher qualification and SACE registration. One year experience in teaching. Computer Literacy, 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 Marketing Management, Marketing Communication, Entrepreneurship and Business Management and Market Research from N4-N6. Teach students in classrooms or workshops and online 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. Invigilation is compulsory.

POST: Report 191/NATED Public Management

NATURE OF POST: 6 Months Contract

REF: KHC/2024/05/DUT3

SALARY: R256 395

CENTRE: King Hintsa TVET College

Requirements: MUST have Grade 12 / Standard 10; a recognised three-year Diploma/Degree in Public Management; Public Administration or Business studies majoring in Public Administration, Public Finance, Public Law, Municipal Administration; Teacher qualification and SACE registration. One year experience in teaching. Computer Literacy, 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 Public Administration N4-N6, Municipal Administration N5-N6. Teach students in classrooms or workshops and online 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. Invigilation is compulsory.

2X POST: Report 191/NATED Public Relations

NATURE OF POST: 6 Months Contract

REF: KHC/2024/05/DUT4

SALARY: R256 395

CENTRE: King Hintsa TVET College

Requirements: Must have Grade 12 / Standard 10; a recognised three-year Diploma/Degree in Public Relations/ Public Relations Management; Management Assistant, Office Management Technology or Media studies majoring in Public Relations, Office Practice, EMS, Information Processing, Computer Practice, Office Computer Application and Technology, Communication; Teacher qualification and SACE registration. One year 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 Public Relations, Office Practice, Information Processing, Computer Practice, and Communication from N4-N6. Teach students in classrooms or workshops and online 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. Invigilation is compulsory.

POST: Sales Management, Entrepreneurship and Business Management

NATURE OF POST: 6 Months Contract

REF: KHC/2024/05/DUT5


SALARY: R256 395

CENTRE: King Hintsa TVET College

Requirements: Must have Grade 12 / Standard 10; a recognised three-year Diploma/Degree in Business Management, Human Resources Management, Management Assistant; EMS; or Business Studies; Teacher qualification and SACE registration. One year experience in teaching. Computer Literacy, 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 Sales Management N4 – N5, Entrepreneurship and Business Management N5 – N6, Management Communication N4. Teach students in classrooms or workshops and online 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. Invigilation is compulsory.

ENQUIRIES: Mr. O Kalimashe/Ms. P Soyizwapi @ 047 401 6400


M.A.P. Soyizwapi
20/05/2024