



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**NORTHERN CAPE
URBAN TVET
COLLEGE**

THE NORTHERN CAPE URBAN TVET COLLEGE AWAITS APPLICATIONS FROM SUITABLY QUALIFIED PERSONS FOR THE FOLLOWING DEPARTMENTAL PERMANENT POSTS:

POST: SENIOR LECTURER X 6 POSTS

POST LEVEL: 2

SALARY: R347 703, 00 pa

REFERENCE NO: NCUTVET/DHET 2020/13

- **FINANANCE**
REFERENCE: NCUTVET/DHET 2020/13/1
- **MATHEMATICS + PLP**
REFERENCE: NCUTVET/DHET 2020/13/2
- **BUSINESS MANAGEMENT**
REFERENCE: NCUTVET/DHET 2020/13/3
- **TOURISM**
REFERENCE: NCUTVET/DHET 2020/13/4
- **SAFETY IN SOCIETY**
REFERENCE: NCUTVET/DHET 2020/13/5
- **TRANSPORT & LOGISTICS**
REFERENCE: NCUTVET/DHET 2020/13/6

MINIMUM REQUIREMENTS:

- Three year qualification and specialisation in the specific subject field
- 3 years' experience in education
- Computer Literacy
- Extensive knowledge and utilization of visual platforms
- Assessor and moderator
- Valid Driver License
- Experience in TVET sector is an added advantage

RECOMMENDATIONS:

- Demonstrate supervisory qualities
- Must be able to work under pressure
- Excellent communication skills
- Willingness to travel to attend meetings, trainings and workshops
- Work irregular hours

CORE DUTIES:

- Assist with the registration of students and student induction procedures
- Management and control lecturers in the faculty including regular monitoring as per academic year plan
- Management of leave of lecturers in the faculty
- Planning of lecturer work allocation in the faculty
- Assist the faculty Head with the compilation of the timetable
- Manage attendance records, assessment, tests and year marks and all related duties
- Maintain discipline among students and lecturers
- Prepare and manage Assessment files , Subject files, POA'S and POES.
- Report on monthly basis to the faculty head on the prescribed format
- Liaise with students and parents

APPLICATIONS: Email your applications to the following Email - Address vacancies@ncutvet.edu.za. **Note that only emailed applications will be considered**

CLOSING DATE: **21 December 2020**, applications received after the closing date, faxed or emailed applications will not be considered.

NOTE: To be included in the application, applications must be submitted on form **Z83 obtainable from any public service department** or on the internet at www.gov.za/documents, which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications (**transcript of results**), Driver's license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. **The College has the right to withdraw and /or amend adverts for post(s) and retains the right not to fill the post (s) as determined by the delegated authority.**

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 will only be entered into with shortlisted applicants.

IF NO RESPONSE IS RECEIVED WITHIN 3 MONTHS AFTER THE CLOSING DATE, PLEASE REGARD YOUR APPLICATION AS UNSUCCESSFUL.

ENQUIRIES: Ms E Mokokong
TEL NO: 053 839 2099/74