



DEPARTMENT OF HIGHER EDUCATION AND TRAINING AND WESTERN TVET COLLEGE INVITES ALL SUITABLE AND QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING PERMANENT ACADEMIC VACANCIES

POST: PL1 LECTURER: ELECTRICAL ENGINEERING NCV (1 POST)

**SALARY: REQV 13 - R256 395.00 per annum
REQV 14 – R333 624.00 per annum**

POST DESCRIPTION	ELECTRICAL ENGINEERING <ul style="list-style-type: none">• L2 -L4
CAMPUS	KRUGERSDORP WEST
REFERENCE NUMBER	KW/AC/PL1/ELE-ENG/NCV/01
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Electrical Engineering with Mathematics as a major subject. Must have a registered Electrical Trade Certificate. Must have a professional qualification in Education. Must be registered with the South African Council for Educators (SACE). Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. Assessor and Moderator qualification will be an added advantage.
DUTIES	Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.

POST: PL1 LECTURER/FACILITATOR: HAIRDRESSING (1 POST)

SALARY: REQV 13 – R256 395.00 per annum

REQV 14 – R333 624.00 per annum

POST DESCRIPTION	HAIRDRESSING: OCCUPATIONAL PROGRAMME
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/AC/PL1/HAIRDRESSING/02
MINIMUM REQUIREMENTS	Matric/Grade 12 Certificate plus an Artianship in Afro/Gents/Ladies Caucasian qualification. Must have atleast two hairdressing Trade Tests/Certificates in Afro/Caucasian/Gents. Must have a minimum of 1 year teaching experience. Must have an Assessor or Moderator certificate. A professional qualification in Education will be an added advantage. Registration with the South African Council for Educators (SACE) will be an added advantage. Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Curriculum development and creation of a conducive learning environment. Lesson presentation and methodology. Lecture students in compliance with the college Annual Academic Plan and campus timetable. Assess students, maintain assessment records, and capture assessment marks electronically. Develop quality assessment tasks for students. Attend subject, invigilation, divisional meetings, and other meetings related to work. Classroom management. Recording and analysing data. Knowledge and implementation of digital learning. Knowledge of relevant prescripts, legislation and policies governing the TVET Sector. . Must have excelllent communication skills (written and verbal).
DUTIES	Conduct theoretical and practical classes. Planning and implementation of the subject related plan according to the programme. Deliver quality service to students. Conduct classroom management according to policy and procedures. Assessment and moderation. Conducting classes according to the official syllabus. Keeping daily attendance register, which is audited. Tutoring of students during examination. Setting, marking, and moderating of internal and external assessments. Invigilating during all assessments and compile year marks. Finalising ICASS marks and final examination marks. Analyse results and submit reports. Participating in continuous professional development programmes.



APPLICATIONS: Should be hand delivered at Western TVET College, Corporate Office Park: 42 Johnstone Street, Randfontein on or before the closing date and time as stipulated below.

PLEASE NOTE: NO FAXED or E-MAILED APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 05 JULY 2024 AT 12:00

- NOTE:**
1. Applications must be submitted with a **fully completed**, initialised, and originally signed **NEW Z83 form** obtainable from any Public Service Department. Failure to initialise, originally sign and date the Z83 form will result in the application being rejected. **The NEW Z83 form must be accompanied by:**
 - A comprehensive Curriculum Vitae with three contactable references and e-mail addresses.
 2. Please send a separate application for each post, clearly state the correct reference number and the position you are applying for.
 3. **Only shortlisted candidates will be required to submit originally certified copies of qualifications with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office.**
 4. Foreign qualifications must be accompanied by a SAQA evaluation report.
 5. Candidates who have acted on higher positions are requested submit acting appointment letters covering the entire duration of the acting period.
 6. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
 7. The college may subject candidates to a virtual or face to face practical assessment.
 8. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification).
 9. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts.

ENQUIRIES: Ms Mandisa Hlatshwayo (HR Manager) or Mr Peter Motai (Chief Personnel Officer) at (011) 692 4004 **Ext: 1010/1061/1062.**

