



**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: EDUCATION SPECIALIST : NC(V) STUDIES

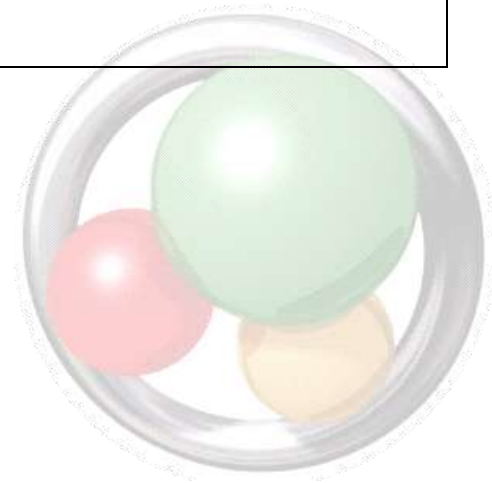
SALARY: 412 551.00 per annum

POST DESCRIPTION	EDUCATION SPECIALIST: NC(V) FUNDAMENTAL
CAMPUS	KRUGERSDORP WEST
REFERENCE NUMBER	KW/AC/PL2/NCV/01
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education. Must have an in-depth knowledge of fundamentals related subjects. Must be registered with the South African Council for Educators (SACE). Must have a minimum of 3 years relevant work experience of actual lecturing at a TVET College or at a recognised Higher Institution of Learning Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of policies, regulations and guidelines governing the TVET Sector. Must have knowledge and understanding of the National Examination policies and guidelines. Must have thorough knowledge and understanding of all teaching and learning policies and guidelines. Must have an understanding of the functioning of NC(V) studies. Must have excellent communication, problem solving, analytical, client orientated, team leadership, project and people management skills. Must be able to function independently and in a team.
DUTIES	Manage and coordinate students, lecturers, and administrative processes within the division. Manage and coordinate teaching and learning to ensure the implementation of the curriculum as required by the legislation. Ensure effective and efficient utilisation of resources in the division and the campus. Provide academic support to lecturing staff and students. Keep the management abreast of all aspects of academic services and administration in the division. Prepare and manage work plans and report on all activities in the division. Manage and coordinate assessment and examination processes in the division, including development of question papers, timeous marking of scripts and the recording of results. Preparation of ICASS activities and verification of student marks.

POST: EDUCATION SPECIALIST: NC(V) STUDIES

SALARY: 412 551.00 per annum

POST DESCRIPTION	LIFE SKILLS AND COMPUTER LITERACY
CAMPUS	RANDFONTEIN
REFERENCE NUMBER	RFT/AC/PL2/NCV/02
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Education. Must have in-depth knowledge of Computer related subjects. Must be able to teach both theory and computer component of Life Skills and Computer Literacy. Must be registered with the South African Council for Educators (SACE). Must have a minimum of 3 years relevant work experience of actual lecturing at a TVET College or at a recognised Higher Institution of Learning Must be computer literate. A valid driver's license will be an added advantage.
COMPETENCIES, KNOWLEDGE, AND SKILLS	Must have knowledge and understanding of policies, regulations and guidelines governing the TVET Sector. Must have knowledge and understanding of the National Examination policies and guidelines. Must have thorough knowledge and understanding of all teaching and learning policies and guidelines. Must have an understanding of the functioning of NC(V) studies. Must have excellent communication, problem solving, analytical, client orientated, team leadership, project and people management skills. Must be able to function independently and in a team.
DUTIES	Manage and coordinate students, lecturers, and administrative processes within the division. Manage and coordinate teaching and learning to ensure the implementation of the curriculum as required by the legislation. Ensure effective and efficient utilisation of resources in the division and the campus. Provide academic support to lecturing staff and students. Keep the management abreast of all aspects of academic services and administration in the division. Prepare and manage work plans and report on all activities in the division. Manage and coordinate assessment and examination processes in the division, including development of question papers, timeous marking of scripts and the recording of results. Preparation of ICASS activities and verification of student marks.





POST: PL1 LECTURER: BUSINESS STUDIES NC(V)

SALARY: R256 395.00 per annum (REQV 13)

R333 624.00 per annum (REQV 14)

POST DESCRIPTION	BUSINESS AND OFFICE PRACTICE <ul style="list-style-type: none">• L2 – L4
CAMPUS	KRUGERSDORP
REFERENCE NUMBER	KC/AC/PL1/BUS-OFF/NCV/03
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Business Practice/Business Management/Office Practice or a relevant qualification. 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.

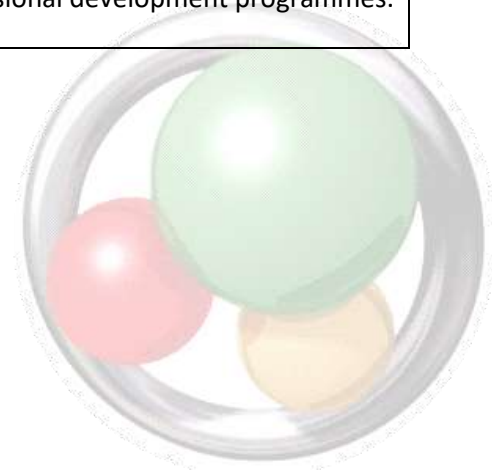


POST: PL1 LECTURER: ELECTRICAL ENGINEERING (RE-ADVERT)

SALARY: R256 395.00 per annum (REQV 13)

R333 624.00 per annum (REQV 14)

POST DESCRIPTION	ELECTRICAL ENGINEERING NC(V) <ul style="list-style-type: none">• L2 – L4
CAMPUS	KRUGERSDORP WEST
REFERENCE NUMBER	KW/AC/PL1/ELE-ENG/NCV/04
MINIMUM REQUIREMENTS	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree majoring in Mathematics/Electrical Engineering subjects or a relevant qualification. 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.





APPLICATIONS: Must be submitted accompanied by: (1) A signed **NEW Z83** form obtainable from any public service Department or DPSA website (2) A comprehensive CV including at least three contactable references, quoting the relevant reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760. **Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office.**

Alternatively, applications may be hand delivered OR couriered to the HR Manager, 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, 15 NOVEMBER 2024 AT 12:00

N.B:

1. Foreign qualifications must be accompanied by a SAQA evaluation report.
2. Candidates who have acted on higher positions are requested submit acting appointment letters covering the entire duration of the acting period.
3. If you have not been contacted within three months after the closing date, please consider your application as unsuccessful.
4. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification).
5. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts.
6. People with disability are encouraged to apply.

All enquiries should be directed to: Ms Mandisa Hlatshwayo (HR Manager) or Mr Peter Motai (Chief Personnel Officer) at (011) 692 4004 Ext: **1010/1061/1062**.

