



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

<b>POST DESCRIPTION</b>	<b>FACILITATOR: ROBOTICS AND PROGRAMMING</b>
<b>NUMBER OF POSTS</b>	<b>TWO (2)</b>
<b>CAMPUS</b>	<b>CARLETONVILLE</b>
<b>SALARY</b>	<b>R256 395.00 per annum plus 37% in lieu of benefits (REQV 13) R333 624.00 per annum plus 37% in lieu of benefits (REQV 14)</b>
<b>DURATION</b>	<b>2 YEARS</b>
<b>REFERENCE NUMBER</b>	<b>CARL/AC/FACILITATORS/01</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus recognised 3-year National Diploma/Degree in an Engineering field such as Electrical Engineering, Industrial Engineering, Mechanical Engineering and Mechatronics or Information Technology with Programming as a subject or an industry-related qualification with Robotics and Programming. Teaching and industry-related work experience will be an added advantage. Assessor and Moderator Certificates will be an added advantage. 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.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	Ability to facilitate NCV (ICT) Robotics and Programming at Occupational Qualifications. In-depth knowledge of the subject. Excellent communication in English (written and verbal), organising, planning and administration skills. Ability to plan and deliver lessons. Monitor students' performance and provide critical feedback in an objective and professional manner. Ability to relate to students in a professional manner and to promote a conducive teaching and learning environment.
<b>DUTIES</b>	Facilitate students in classrooms, laboratories and/or workshops. Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and facilitate students in compliance with the College Annual Academic Plan, the Campus time-table and the College Quality Management System. Prepare and produce materials such as typed notes, presentations, and any deliverables for use in teaching. Assess students by setting and marking tests, assignments and examinations, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures. Participate in subject committees and regular college or departmental meetings. Maintain all academic files and documents (e.g. POA, Subject file & POE). Maintain up to date knowledge of the subject matter in terms of the syllabi. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Report to the Education Specialist and liaise with the Student Support Officers in providing support interventions to students. Distribute textbooks and student packs to students and maintain the necessary records. Manage and monitor student attendance. Invigilate internal and external examinations. Participate in student extra-curricular activities and promote the holistic development of students.

<b>POST DESCRIPTION</b>	<b>PL1 LECTURER: ENTREPRENEURSHIP AND BUSINESS MANAGEMENT (SUBSTITUTE)</b> • N4 – N6
<b>PROGRAM</b>	<b>BUSINESS STUDIES (NATED)</b>
<b>NUMBER OF POSTS</b>	<b>ONE (1)</b>
<b>CAMPUS</b>	<b>KRUGERSDORP</b>
<b>SALARY</b>	<b>R256 395.00 per annum plus 37% in lieu of benefits (REQV 13)</b> <b>R333 624.00 per annum plus 37% in lieu of benefits (REQV 14)</b>
<b>REFERENCE NUMBER</b>	<b>KC/AC/PL1/EBM/02</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/Grade12 Certificate plus a recognised 3-year National Diploma/Degree in Entrepreneurship/Business Management or a relevant qualification majoring in Entrepreneurship/Business Management. 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.
<b>COMPETENCIES, KNOWLEDGE, AND SKILLS</b>	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.
<b>DUTIES</b>	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, 06 DECEMBER 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 to submit their 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.**

