



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



### INTERNAL ADVERT

#### DEPARTMENT OF HIGHER EDUCATION AND TRAINING (GOLDFIELDS TVET COLLEGE)

Goldfields TVET College for Technical and Vocational Education and Training (TVET) is inviting applications from suitably qualified candidates to fill the following vacant post.

**APPLICATIONS:** Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X 95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingo Park, Reception area

**CLOSING DATE: 07 JULY 2017**, applications received after the closing date or faxed applications will not be considered.

**NOTE:** Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached.

Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful. **Note:** All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability

**POST: EDUCATION SPECIALISTS-(BUSINESS STUDIES): REF NO: GTVETC 22/06/2017(1 post)  
(05 months contract)**

**SALARY: R 308 877 – R 719 643 per Annum post level 2**

**CENTRE: Welkom Campus**

**REQUIREMENTS:** A National Senior Certificate (Grade 12) or NCV level 4 recognised 3-year Degree/Diploma in Communication/Language practice/English first or Second language Qualification, which must include a Teachers qualification. At least 2-3 years lecturing experience, preferably in a TVET College. Trained as an Assessor(Moderation will serve as recommendations). Ability to conduct practical training. Extensive knowledge of academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle quantitative and qualitative information, analyse and present it cogently and effectively as a basis for decision-making. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven record of accomplishment of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint).A valid driver's licence

**DUTIES:** Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College annual academic plan, the Campus timetable and the College's Quality Management system. Co-ordinate the procurement of the programme is training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. • Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Chair meetings of Lectures and Students within the department.

**ENQUIRIES: DR RS Radile 057 910 6000**

