

**SENIOR LECTURER: BUSINESS STUDIES (Re-advertised)**

Reference number: MTH/PP/24/2021
Post Level and Starting Salary Code: PL 2 (210) Starting Salary Notch Value: R347 703 Site: Maputa Campus

**Inherent requirements: Education and Training:** Relevant 3-year Diploma / Degree or an equivalent qualification, including a professional qualification. 3 years’ experience in Education and/or TVET institution. Managerial experience will be an advantage. Knowledge of NCV programmes including assessments, PoEs and PoAs. Experience working at a TVET college in the teaching and learning discipline. Ability to analyse, interpret policies and develop guidelines to support students on campus. Knowledge of examination and assessment policies. Good communication and writing skills. Computer literacy skills with specific reference to MSWord, MS Excel and MS PowerPoint. Ability to work in teams and under pressure. Strategic, project, financial and time management skills. Valid driver’s licence and registration with SACE.

**Duties:** Ensure implementation of the campus curriculum in the specific section. Coordinate teaching and learning in the section. Manage all academic activities within the section including the management of timetable, attendance, monitoring and evaluation. Ensure effective and efficient utilisation of resources in the section. Provide professional support to lecturing staff and students. Keep the management abreast of all aspects of administration and academic services in the section. Prepare and manage plans and reports on all activities in the section. Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of all ISAT and ICASS activities. Ensure adherence to policy on the attendance of classes and all applicable policies

**Enquiries:** Mrs T Venter (034 980 1010)

**Directions to applicants**

Applications must be submitted on the Z83 Form that was approved with effect from 01 January 2021 and obtainable from any Public Service Department or on the **www.gov.za/documents**; and must be accompanied by a recently updated comprehensive CV with certified copies of qualifications (Including academic records), Identity Document not older than six (6) months including the driver’s licence, where applicable. If you apply for more than one position, please submit a separate set of these documents in a separate envelope for each application made. It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA); and the evaluation certificate from the South African Qualifications Authority (SAQA) must be attached. Failure to sign the Z83 and submit the requested documents will result in your application not being considered. Correspondence will only be entered into with short-listed applicants. If not contacted within three (3) months of the closing date of this advertisement, please accept that your application was not successful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) and security clearance processes. Applications received after the closing date or faxed or emailed applications, will not be considered. Mthashana TVET College reserves the right to withdraw or amend this advert and retains the right not to fill the above posts. People from designated groups, especially people living with disabilities, are encouraged to apply.

Please forward your applications, quoting the reference number, on an envelope as well, to: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or alternatively hand-deliver and deposit into the Application Box located at Central Office, 266 South Street, Vryheid, 3100. This advert is also available on our College website: **www.mthashanacollege.co.za**.

**Closing date:** Friday, 07 January 2022, at 12h00