



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SEDIBENG TVET COLLEGE
"GROW WITH THE FLOW"

Sedibeng TVET College hereby invites applications from suitably qualified persons to fill the following permanent positions. The following posts will be filled according to the CET Act No. 16 of 2006 (as amended).

CENTRE: HEIDELBERG CAMPUS

POST/POSITION: LECTURER PUBLIC MANAGEMENT NATED (4 Posts)

REF: Sed16/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: NATED BUSINESS STUDIES

REQUIREMENTS: Grade 12/NCV level 4 or equivalent plus a recognised three-year relevant National Diploma / Bachelor's Degree in Business Studies accompanied by a relevant professional qualification in Education. Registration with South African Council of Educators (SACE) is a prerequisite. Must be computer literate (MS Office: Word, Excel and PowerPoint). Lecturing Experience in Public Management subjects at a TVET College will be an added advantage.

DUTIES: The successful candidate's responsibilities will include but not limited to lecture Public Management related subjects and/or related NATED subjects N4-N6. To manage students and keep administrative records, ensure quality education and training, assess and record students' performance manually and in the College MIS, and support student's development. Create an environment conducive for learning and maintaining classroom discipline. Perform administrative duties related to lecturing as required by the Campus Management. Assess and Moderate assessments. Assist with enrolment and examination administration. Perform any College related duties as and when required by an authorized individual.

POST/POSITION: LECTURER: OFFICE ADMINISTRATION NCV (2 Posts)

REF: Sed17/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: BUSINESS STUDIES NCV

REQUIREMENTS: Grade 12/NCV level 4 or equivalent plus a recognised three-year relevant National Diploma / Bachelor's Degree accompanied by a relevant professional qualification in Education. Registration with South African Council of Educators (SACE) is a prerequisite. Must be computer literate (MS Office: Word, Excel and PowerPoint). Lecturing Experience at a TVET College in the relevant subjects will be an added advantage.

DUTIES: The successful candidate's responsibilities will include but not limited to lecture Office Administration subjects and/or related NCV Business Studies subjects L2-L4. To manage students and keep administrative records, ensure quality education and training, assess and record students' performance manually and in the College MIS, and support student's development. Create an environment conducive for learning and maintaining classroom discipline. Perform administrative duties related to lecturing as required by the Campus Management. Assess and Moderate assessments. Assist with enrolment and examination administration. Perform any College related duties as in when required by an authorized individual.

POST/POSITION: LECTURER LIFE SKILLS AND COMPUTER LITERACY NCV

REF: Sed18/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES NCV

REQUIREMENTS: Grade 12/NCV level 4 or equivalent plus a recognised three-year relevant National Diploma / Bachelor's Degree accompanied by a relevant professional qualification in Education. Registration with South African Council of Educators (SACE) is a prerequisite. Must be computer literate (MS Office: Word, Excel and PowerPoint). Lecturing Experience in Life Skills and Computer Literacy at a TVET College will be an added advantage.

DUTIES: The successful candidate's responsibilities will include but not limited to lecture Life Skills and Computer Literacy and/or any related NCV subjects L2-L4. To manage students and keep administrative records, ensure quality education and training, assess and record students' performance manually and in the College MIS, and support student's development. Create an environment conducive for learning and maintaining classroom discipline. Perform administrative duties related to lecturing as required by the Campus Management. Assess and Moderate assessments. Assist with enrolment and examination administration. Perform any College related duties as in when required by an authorized individual.

POST/POSITION: LECTURER MATHEMATICS AND MATHEMATICAL LITERACY NCV

REF: Sed19/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES NCV

REQUIREMENTS: Grade 12/NCV level 4 or equivalent plus a recognised three-year relevant National Diploma / Bachelor's Degree accompanied by a relevant professional qualification in Education. Registration with South African Council of Educators (SACE) is a prerequisite. Must be computer literate (MS Office: Word, Excel and PowerPoint). Lecturing Experience in Mathematics and Mathematical Literacy at a TVET College will be an added advantage.

DUTIES: The successful candidate's responsibilities will include but not limited to lecture Mathematics and Mathematical Literacy and/or related NCV subjects L2-L4. To manage students and keep administrative records, ensure quality education and training, assess and record students' performance manually and in the College MIS, and support student's development. Create an environment conducive for learning and maintaining classroom

discipline. Perform administrative duties related to lecturing as required by the Campus Management. Assess and Moderate assessments. Assist with enrolment and examination administration. Perform any College related duties as in when required by an authorized individual.

POST/POSITION: LECTURER ELECTRICAL ENGINEERING NCV

REF: Sed20/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: ENGINEERING STUDIES NCV

REQUIREMENTS: Grade 12/NCV level 4 or equivalent plus a recognised three-year National Diploma / Bachelor's Degree in Electrical Engineering accompanied by a relevant professional qualification in Education. Registration with South African Council of Educators (SACE) is a prerequisite. Must be computer literate (MS Office: Word, Excel and PowerPoint). Lecturing Experience in Electrical related subjects at a TVET College will be an added advantage.

DUTIES: The successful candidate's responsibilities will include but not limited to lecture Electrical Related subjects and/or related NCV subjects L2-L4. To manage students and keep administrative records, ensure quality education and training, assess and record students' performance manually and in the College MIS, and support student's development. Create an environment conducive for learning and maintaining classroom discipline. Perform administrative duties related to lecturing as required by the Campus Management. Assess and Moderate assessments. Assist with enrolment and examination administration. Perform any College related duties as in when required by an authorized individual.

POST/POSITION: LECTURER ENGINEERING RELATED AND DESIGN NCV

REF: Sed21/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: ENGINEERING STUDIES NCV

REQUIREMENTS: Grade 12/NCV level 4 or equivalent plus a recognised and relevant Tertiary Qualification in Fitting and Turning with a trade Test (REQV 13), accompanied by a relevant professional qualification in Education. Registration with South African Council of Educators (SACE) is a prerequisite. Must be computer literate (MS Office: Word, Excel and PowerPoint). Lecturing Experience in Mechanical Engineering related subjects at a TVET College will be an added advantage.

DUTIES: The successful candidate's responsibilities will include but not limited to lecture Mechanical Engineering Related subjects and/or related NCV subjects L2-L4. To manage students and keep administrative records, ensure quality education and training, assess and record students' performance manually and in the College MIS, and support student's development. Create an environment conducive for learning and maintaining classroom discipline. Perform administrative duties related to lecturing as required by the Campus Management. Assess and Moderate assessments. Assist with enrolment and examination administration. Perform any College related duties as in when required by an authorized individual.

CENTRE :VANDERBIJLPARK CAMPUS

POST/POSITION: LECTURER LIFE SKILLS AND COMPUTER LITERACY NCV

REF: Sed22/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL : PL1

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES NCV

REQUIREMENTS: Grade 12/NCV level 4 or equivalent plus a recognised three-year relevant National Diploma / Bachelor's Degree accompanied by a relevant professional qualification in Education. Registration with South African Council of Educators (SACE) is a prerequisite. Must be able to teach computer subjects (MS Office: Word, Excel and PowerPoint). Lecturing Experience in Life Skills and Computer Literacy at a TVET College will be an added advantage.

DUTIES: The successful candidate's responsibilities will include but not limited to lecturing Life Skills and Computer Literacy and/or any other related NCV subjects L2-L4. To manage students and keep administrative records, ensure quality education and training, assess and record students' performance manually and in the College MIS, and support student's development. Create an environment conducive for learning and maintaining classroom discipline. Perform administrative duties related to lecturing as required by the Campus Management. Assess and Moderate assessments. Assist with enrolment and examination administration. Perform any College related duties as in when required by an authorized individual.

POST/POSITION: LECTURER ENGLISH OR COMMUNICATION NCV

REF: Sed23/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES NCV

REQUIREMENTS: Grade 12/NCV level 4 or equivalent plus a recognised three-year relevant National Diploma / Bachelor's Degree accompanied by a relevant professional qualification in Education. Registration with South African Council of Educators (SACE) is a prerequisite. Must be able to teach computer subjects (MS Office: Word, Excel and PowerPoint). Lecturing Experience in Life Skills and Computer Literacy at a TVET College will be an added advantage.

DUTIES: The successful candidate's responsibilities will include but not limited to lecturing English/ Communication and/or any other related NCV subjects L2-L4. To manage students and keep administrative records, ensure quality education and training, assess and record students' performance manually and in the College MIS, and support student's development. Create an environment conducive for learning and maintaining classroom discipline. Perform administrative duties related to lecturing as required by the Campus Management. Assess and Moderate assessments. Assist with enrolment and examination administration. Perform any College related duties as in when required by an authorized individual.

POST/POSITION: LECTURER MARKETING NCV

REF: Sed24/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL : PL1

NAME OF THE COMPONENT: MARKETING NCV

REQUIREMENTS: Grade 12/NCV level 4 or equivalent plus a recognised three-year relevant National Diploma / Bachelor's Degree accompanied by a relevant professional qualification in Education. Registration with South African Council of Educators (SACE) is a prerequisite. Must be able to teach computer subjects (MS Office: Word, Excel and PowerPoint). Lecturing Experience in Life Skills and Computer Literacy at a TVET College will be an added advantage.

DUTIES: The successful candidate's responsibilities will include but not limited to lecturing Marketing and/or any other related NCV subjects L2-L4. To manage students and keep administrative records, ensure quality education and training, assess and record students' performance manually and in the College MIS, and support student's development. Create an environment conducive for learning and maintaining classroom discipline. Perform administrative duties related to lecturing as required by the Campus Management. Assess and Moderate assessments. Assist with enrolment and examination administration. Perform any College related duties as in when required by an authorized individual.

POST/POSITION: LECTURER HOSPITALITY NCV (3 Posts)

REF: Sed25/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL : PL1

NAME OF THE COMPONENT: HOSPITALITY MANAGEMENT STUDIES NCV

REQUIREMENTS: Grade 12/NCV level 4 or equivalent plus a recognised three-year relevant

National Diploma / Bachelor's Degree accompanied by a relevant professional qualification in Education. Registration with South African Council of Educators (SACE) is a prerequisite. Must be able to teach computer subjects (MS Office: Word, Excel and PowerPoint). Lecturing Experience in Life Skills and Computer Literacy at a TVET College will be an added advantage.

DUTIES: The successful candidate's responsibilities will include but not limited to lecturing Tourism and/or any other related Hospitality subjects in Nated/Report 191. To manage students and keep administrative records, ensure quality education and training, assess and record students' performance manually and in the College MIS, and support student's development. Create an environment conducive for learning and maintaining classroom discipline. Perform administrative duties related to lecturing as required by the Campus Management. Assess and Moderate assessments. Assist with enrolment and examination administration. Perform any College related duties as in when required by an authorized individual.

POST/POSITION: LECTURER TOURISM NATED

REF: Sed26/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: TOURISM STUDIES NATED

REQUIREMENTS: Grade 12/NCV level 4 or equivalent plus a recognised three-year relevant

National Diploma / Bachelor's Degree accompanied by a relevant professional qualification in Education. Registration with South African Council of Educators (SACE) is a prerequisite. Must be able to teach computer subjects (MS Office: Word, Excel and PowerPoint). Lecturing Experience in Tourism and related subjects at a TVET College will be an added advantage.

DUTIES: The successful candidate's responsibilities will include but not limited to lecturing Tourism and/or any other related subjects in Nated/ Report 191, N4-N6. To manage students and keep administrative records, ensure quality education and training, assess and record students' performance manually and in the College MIS, and support student's development. Create an environment conducive for learning and maintaining classroom discipline. Perform administrative duties related to lecturing as required by the Campus Management. Assess and Moderate assessments. Assist with enrolment and examination administration. Perform any College related duties as in when required by an authorized individual.

POST/POSITION: LECTURER FINANCIAL ACCOUNTING NATED

REF: Sed27/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: BUSINESS MANAGEMENT NATED

REQUIREMENTS: Grade 12/NCV level 4 or equivalent plus a recognised three-year relevant National Diploma / Bachelor's Degree accompanied by a relevant professional qualification in Education. Registration with South African Council of Educators (SACE) is a prerequisite. Must be able to teach computer subjects (MS Office: Word, Excel and PowerPoint). Lecturing Experience in Life Skills and Computer Literacy at a TVET College will be an added advantage.

DUTIES: The successful candidate's responsibilities will include but not limited to lecturing Financial Accounting and/or any other related subjects in Nated/Report 191 N4-N6. To manage students and keep administrative records, ensure quality education and training, assess and record students' performance manually and in the College MIS, and support student's development. Create an environment conducive for learning and maintaining classroom discipline. Perform administrative duties related to lecturing as required by the Campus Management. Assess and Moderate assessments. Assist with enrolment and examination administration. Perform any College related duties as in when required by an authorized individual.

CENTRE: VEREENIGING CAMPUS

POST/POSITION: LECTURER ENGLISH FIRST ADDITIONAL LANGUAGE NCV

REF: Sed28/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: FUNDAMENTAL NC(V) LEVEL 2-4

REQUIREMENTS: Grade 12 and a relevant Diploma / Degree, including a relevant professional qualification in Education. Experience working at a TVET College in the teaching and learning discipline will be an added advantage. Registration with SACE.

DUTIES: The successful candidate's responsibilities will be required to teach NC(V) Level 2-4. To manage students and keep administrative records, ensure quality education and training, assess students' performance, and support student's development. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Provide guidance on syllabi, curriculum and learning outcomes. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance.

POST/POSITION: LECTURER MECHANICAL NCV (1 Post)

REF: Sed29/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: MECHANICAL ENGINEERING- NCV LEVEL 2 – 4

REQUIREMENTS: Grade 12 or NC (V) Level 4 plus a relevant 3-year Degree/Diploma in Mechanical Engineering including. Sound subject knowledge and work-related applications. Excellent communication and command in English (written & verbal) Teaching experience in a TVET College, qualified Artisans and/or industry experience will serve as a recommendation. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Good planning, administration, organising & presentation skills.

DUTIES: Prepare lessons plans and lecture students in compliance with college academic plans and DHET ICASS guidelines, time-table and college quality management systems. Ability to teach Plating Structural Steel Drawing; including Mathematics, Engineering Science and subjects related to course. Assess students and maintain assessment records in compliance with college policies, processes and procedures. Continuously monitor and analyse students' performance and provide critical feedback in an objective and professional manner. Ability to relate to students in a professional manner, to create conducive classroom environment and ensure efficient classroom management and discipline of students. Management of student's attendance and administration documents. Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Work collaboratively with student support services for student development.

POST/POSITION: LECTURER MATHEMATICS NCV (2 Posts)

REF: Sed30/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL : PL1

NAME OF THE COMPONENT: FUNDAMENTALS NCV LEVEL 2-4

REQUIREMENTS: An appropriate M+ A teaching qualification; A recognized academic qualification (at least REQV 13; matric + 3 years) with Mathematics taken to at least 2nd year level taken to 3rd Level. Working experience in teaching Mathematics in the Education sector will be an added advantage. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. Registration with SACE is Compulsory.

DUTIES: The successful candidate(s) will be required to lecture and assess NCV. engagement of students and administrative records. Classroom / workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the college/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Monitor the students in the workplace.

CENTRE SEBOKENG CAMPUS

POST/POSITION: LECTURER MATHEMATICS AND MATHEMATICAL LITERACY NCV

REF: Sed31/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES NCV

REQUIREMENTS: Grade 12/NCV level 4 or equivalent plus a recognised three-year relevant National Diploma / Bachelor's Degree accompanied by a relevant professional qualification in Education. Registration with South African Council of Educators (SACE) is a prerequisite. Must be computer literate (MS Office: Word, Excel and PowerPoint). Lecturing Experience in Mathematics and Mathematical Literacy at a TVET College will be an added advantage.

DUTIES: The successful candidate's responsibilities will include but not limited to lecture Mathematics and Mathematical Literacy and/or related NCV subjects L2-L4. To manage students and keep administrative records, ensure quality education and training, assess and record students' performance manually and in the College MIS, and support student's development. Create an environment conducive for learning and maintaining classroom discipline. Perform administrative duties related to lecturing as required by the Campus Management. Assess and Moderate assessments. Assist with enrolment and examination administration. Perform any College related duties as in when required by an authorized individual.

POST/POSITION: LECTURER LIFE SKILLS AND COMPUTER LITERACY NCV (2 Posts)

REF: Sed32/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: FUNDAMENTAL STUDIES NCV

REQUIREMENTS: Grade 12/NCV level 4 or equivalent plus a recognised three-year relevant National Diploma / Bachelor's Degree accompanied by a relevant professional qualification in Education. Registration with South African Council of Educators (SACE) is a prerequisite. Must be computer literate (MS Office: Word, Excel and PowerPoint). Lecturing Experience in Life Skills and Computer Literacy at a TVET College will be an added advantage.

DUTIES: The successful candidate's responsibilities will include but not limited to lecture Life Skills and Computer Literacy and/or any related NCV subjects L2-L4. To manage students and keep administrative records, ensure quality education and training, assess and record students' performance manually and in the College MIS, and support student's development. Create an environment conducive for learning and maintaining classroom discipline. Perform administrative duties related to lecturing as required by the Campus Management. Assess and Moderate assessments. Assist with enrolment and examination administration. Perform any College related duties as in when required by an authorized individual.

POST/POSITION: LECTURER ENGLISH FIRST ADDITIONAL LANGUAGE NCV

REF: Sed33/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL 1

NAME OF THE COMPONENT: BUSINESS STUDIES NCV AND NATED

REQUIREMENTS: Matric/Grade12 Certificate plus a recognized 3-year National Diploma/Degree in Education with English as a major subject or relevant Professional Qualification in Education. Must be registered with the South African Council for Educators (SACE). • Must have knowledge and understanding of policies, regulations and guidelines governing the TVET Sector. Must understand the functioning of NCV programmes. Must be able to function independently and in a team. Must be computer literate (MS Word, Excel, PowerPoint, Outlook, and Internet). Must have good communication, problem-solving, time management, planning, organizing, presentation, teaching and assessment skills. Experience working at a TVET College in the teaching and learning discipline will be an added advantage.

DUTIES: • Compiling and maintaining academic files to comply with DHET curriculum instructions. • Conducting classes according to the official syllabus. • Keeping daily attendance register, which is audited. • Tutoring of students during the examination. • Setting, marking, and moderating of internal and external assessments. • Invigilating during all assessments and compiling year marks. • Finalising ICASS marks and final examination marks. • Analyse results and submit reports. • Participating in continuous professional development programmes.

POST/POSITION: LECTURER BUSINESS STUDIES NCV

REF: Sed34/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: MANAGEMENT NCV LEVEL 2-4

REQUIREMENTS: Matric/Grade12 Certificate plus a recognized 3-year National Diploma/Degree in Education with Business Studies subjects_or relevant Professional Qualification in Education. Ability to lecture all subjects in Management NC(V) (Financial Management, Management Practice, and Operations Management). Must be registered with the South African Council for Educators (SACE). Must have knowledge and understanding of policies, regulations and guidelines governing the TVET Sector. Must understand the functioning of NCV programmes. Must be able to function independently and in a team. Must be computer literate (MS Word, Excel, PowerPoint, Outlook, and Internet). Must have good communication, problem-solving, time management, planning, organizing, presentation, teaching and assessment skills. Experience working at a TVET College in the teaching and learning discipline will be an added advantage.

DUTIES: • Compiling and maintaining academic files to comply with DHET curriculum instructions. • Conducting classes according to the official syllabus. • Keeping daily attendance register, which is audited. • Tutoring of students during the examination. • Setting, marking, and moderating of internal and external assessments. • Invigilating during all assessments and compiling year marks. • Finalising ICASS marks and final examination marks. • Analyse results and submit reports. • Participating in continuous professional development programmes.

POST/POSITION: LECTURER MECHANICAL ENGINEERING STUDIES (2 Posts)

REF: Sed35/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: MECHANICAL ENGINEERING STUDIES REPORT 191

REQUIREMENTS: Grade 12 or NC (V) Level 4 plus a relevant 3-year Degree/Diploma in Mechanical Engineering. Candidate must be knowledgeable in the following subjects: Engineering Drawing, Fitting and Machining, Engineering Science, Mechanotechnology, Mechanotechnics, Mechanical Draughting, Strength of Material, Plater`s Theory, Platers and Structural Steel Drawing and Power Machines. Sound subject knowledge and work-related applications. Excellent communication and command in English (written & verbal) Teaching experience in a TVET College, qualified Artisans and/or industry experience will serve as a recommendation. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Good planning, administration, organising & presentation skills.

DUTIES: Prepare lessons plans and lecture students in compliance with college academic plans and DHET ICASS guidelines, time-table and college quality management systems. Ability to teach Plating Structural Steel Drawing; including Mathematics, Engineering Science and subjects related to course. Assess students and maintain assessment records in compliance with college policies, processes and procedures. Continuously monitor and analyse students' performance and provide critical feedback in an objective and professional manner. Ability to relate to students in a professional manner, to create conducive classroom environment and ensure efficient classroom management and discipline of students. Management of student's attendance and administration documents. Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Work collaboratively with student support services for student development.

POST/POSITION: LECTURER ELECTRICAL ENGINEERING (2 Posts)

REF: Sed36/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: ELECTRICAL ENGINEERING STUDIES REPORT 191

REQUIREMENTS: Grade 12 or NC (V) Level 4 plus a relevant 3-year Degree/Diploma in Electrical Engineering. Candidate must be knowledgeable in the following subjects: Electrical Trade Theory, Industrial Electronics, Engineering Science, Power Machines, Electrotechnology and Electrotechnics.

Sound subject knowledge and work-related applications. Excellent communication and command in English (written & verbal) Teaching experience in a TVET College, qualified Artisans and/or industry experience will serve as a recommendation. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Good planning, administration, organising & presentation skills.

DUTIES: Prepare lessons plans and lecture students in compliance with college academic plans and DHET ICASS guidelines, time-table and college quality management systems. Ability to teach Plating Structural Steel Drawing; including Mathematics, Engineering Science and subjects related to course. Assess students and maintain assessment records in compliance with college policies, processes and procedures. Continuously monitor and analyse students' performance and provide critical feedback in an objective and professional manner. Ability to relate to students in a professional manner, to create conducive classroom environment and ensure efficient classroom management and discipline of students. Management of student's attendance and administration documents. Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Work collaboratively with student support services for student development.

POST/POSITION: LECTURER CIVIL ENGINEERING STUDIES

REF: Sed37/2023

SALARY: Min R318 648.00 – Max R691 308.00 per annum (excluding benefits)

POST LEVEL: PL1

NAME OF THE COMPONENT: ENGINEERING STUDIES REPORT 191

REQUIREMENTS: Grade 12 or NC (V) Level 4 plus a relevant 3-year Degree/Diploma in Civil Engineering. Candidate must be knowledgeable in the following subjects: Building Drawing, Building Science, Bricklaying and Plastering, Building and Civil Technology, Building and Structural Construction, Building Administration, Quantity Surveying and Building and Structural Surveying. Sound subject knowledge and work-related applications. Excellent communication and command in English (written & verbal) Teaching experience in a TVET College, qualified Artisans and/or industry experience will serve as a recommendation. Computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Good planning, administration, organising & presentation skills.

DUTIES: Prepare lessons plans and lecture students in compliance with college academic plans and DHET ICASS guidelines, time-table and college quality management systems. Ability to teach Plating Structural Steel Drawing; including Mathematics, Engineering Science and subjects related to course. Assess students and maintain assessment records in compliance with college policies, processes and procedures. Continuously monitor and analyse students' performance and provide critical feedback in an objective and professional manner. Ability to relate to students in a professional manner, to create conducive classroom environment and ensure efficient classroom management and discipline of students. Management of student's attendance and administration documents. Assist with enrolment, registration and induction of students. Facilitate general

academic and career development of students. Work collaboratively with student support services for student development.

GENERAL INSTRUCTIONS:

The College is an equal opportunity affirmative action employer and reserves the right not to fill the advertised posts.

HOW TO APPLY

Step1: visit www.mysedcol.co.za

Step2: Click application for posts

Step3: Click the posts you wish and qualify to apply for

Step4: Fill the applicable field and upload the indication information or data (The ID, Senior Certificate, CV, Signed Z83, and Academic Qualifications. **DOCUMENTS TO BE UPLOADED MUST BE IN A PDF FORMAT.**

Step5: submit the application

Step6: You will receive a confirmation email.

NB: Please mark the application with the post title and reference number on the Z83.

No hand delivery or posted applications will be accepted.

DOCUMENTS MANAGEMENT:

- ❖ Recently certified copy of identity document (Not longer than six months).
- ❖ Recently certified copy of valid driver's license (Not longer than six months).
- ❖ Comprehensive Curriculum Vitae with at least three work-related references.
- ❖ Recently certified copies of Grade 12/NC(V) Level 4 and ID document (Not longer than six months).
- ❖ Recently certified copies of all qualifications with transcripts.

Shortlisted candidates will go through the vetting process (Citizenship, Criminal check, and verification of qualifications)

CLOSING DATE: 06 October 2023 AT 16:00

For Enquiries: Deputy Principal Corporate Services Mr. JD Olifant (016) 420 2536

Email: jacob@sedcol.co.za

A full advert is available on our website www.sedcol.co.za or www.mysedcol.co.za

Communication will only be entered into with short-listed candidates and the successful applicant. Applications should please note that if no appointment notice has been received within 60 days of the closing date, it must be assumed that the application has been unsuccessful.