



EXTERNAL ADVERT

INVITATION TO APPLY FOR TEMPORARY LECTURING POSTS

Sedibeng TVET College hereby invites applications from suitably qualified persons to be in the database for 2024 Temporary Replacement Posts of the College when and should the need arise. The following posts will be filled according to the CET Act No. 16 of 2006 (as amended).

BUSINESS STUDIES:

NC (V) Level 2 – Level 4 and Nated N4 – N6

Programme: Hospitality & Catering Services (Ref: 01/2024)
Programme: Management Assistant (Ref: 02/2024)
Programme: Human Resources (Ref: 03/2024)
Programme: Marketing and Marketing Management (Ref: 04/2024)
Programme: Office Administration (Ref: 05/2024)
Programme: Tourism (Ref: 06/2024)
Programme: Business Management (Ref: 07/2024)
Programme: Public Management (Ref: 08/2024)
Programme: Legal Secretary (Ref: 09/2024)
Programme: Medical Secretary (Ref: 10/2024)

ENGINEERING STUDIES:

NC (V) Level 2 – Level 4 and Nated N3 – N6

Programme: Civil Engineering and Construction (Ref 11/2024)
Programme: Electrical Infrastructure and Construction (Electrical Engineering) (Ref: 12/2024)
Programme: Engineering and Related Design (Mechanical Engineering) (Ref: 13/2024)
Programme: Information Technology & Computer Science (Ref: 14/2024)
Programme: Mechatronics (Ref: 15/2024)
Programme: Information and Computer Science (Programming and Robotics) (Ref: 16/2024)

FUNDAMENTALS:

NC (V) Level 2 – Level 4

Programme: Computer Related Subjects (Office Data Processing /Computer Practice /Information Processing/ Life Skills & Computer Literacy) (Ref: 17/2024)
Programme: English/ Communication (Ref: 18/2024)
Programme: Mathematics/ Mathematical Literacy (Ref: 19/2024)

Duties of a lecturer

To engage in class teaching/ lecturing, which will foster a purposeful progression in learning and consistent with the learning areas and programmes of subjects.

- To be a class lecturer.
- To prepare lessons taking into account orientation, regional courses, new approaches, techniques, evaluation, aids, etc. in their field.
- To take on a leadership role in respect of the subject, learning area or phase, if required.
- To plan, co-ordinate, control, administer, evaluate and report on students' academic progress.



- To recognise that learning is an active process and be prepared to use a variety of strategies to meet the outcomes of the curriculum.
- To establish a classroom environment which stimulates positive learning and actively engages students in the learning process.
- To consider and utilise the students' own experiences as a fundamental and valuable resource.
- And any other lecturing related duties

EDUCATIONAL MINIMUM REQUIREMENTS: TEMPORARY LECTURING POSTS

Requirements : Minimum requirements for PL 1 posts in **Business Studies Program**: Relevant 3 years Diploma or REQV 13 equivalent that **MUST** include a teachers' qualification (E.g. PGCE or PGHET) and registration with the South African Council for Educators (SACE).

Requirements : Minimum requirements for PL 1 posts **in Engineering Studies**: Relevant 3 years Diploma or REQV 13 equivalent qualification. N6 plus Trade Test. A Teachers' qualification is an added advantage (E.g. PGCE OR PGHET) and registration with the South African Council for Educators (SACE).

Requirements: Minimum requirements for PL 1 posts **Fundamental**: Relevant 3 years Diploma or REQV 13 that **MUST** include a teachers' qualification (E.g. PGCE OR PGHET) and registration with the South African Council for Educators (SACE).

General Instructions:

1. The College is an equal opportunity affirmative action employer and reserves the right not to fill the advertised posts.
2. The successful candidates will be expected to sign a fixed employment contract.
3. The completed application forms, visit <http://mysedcol.co.za/VacancyList.aspx> and complete the application.
4. No hand delivered applications will be considered.
5. An application letter clearly indicating the reference number and the program an applicant is applying for.
6. A comprehensive Curriculum Vitae and recently certified copies (not older than three months) of all relevant qualifications and transcripts (Academic records) which includes Grade 12, ID document and SACE Certificate.
7. The successful candidates will be expected to bring original certified copies and a signed new Z83 form when invited to interviews
8. **Closing date 31 March 2024.**

Enquiries: Ms. Malehlohonolo Ramokhoase (016) 420 2540 Ext 549 or Email: poppy@sedcol.co.za

Communication will only be entered into with short-listed candidates and the successful applicant. Applicants should please note that appointment(s) are only done as and when the vacant posts become available.