



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



VACANCY ADVERTISEMENT: EXTERNAL

Thekwini TVET College invites suitably qualified and experienced individuals to apply for the following contract post based in Durban:

- 1. Boiler Making Lecturers (PL1) X2**
Contract
Location: Springfield Campus
Ref. No. SPR 07/01/2022
Salary Notch: R214 908 PA

This is a re-advertisement, all candidates who previously applied are encouraged to re-apply.

Requirements: •Matric or equivalent • N3 certificate + Trade Test in Boiler Making or equivalent REQV 13 qualification •Teaching qualification for secondary school or higher •SACE registration •Teaching experience will be an added advantage •Sound subject knowledge and work-related applications •Be able to teach Boiler Making subjects from NCV L2 - L4 and from N1 - N3 as well as other related subjects from N4 – N6 •Computer literacy (Ms Office) •Customer care; leadership skills; assertiveness; good record keeping and administrative skills; be a team player, have passion for learning and teaching; as well as good communication and interpersonal skills.

Key Result Areas: •Assist with enrolment, registration and induction of students •Teaching and learning delivery •Assess and evaluate student progress •Monitor student attendance register •Maintain student attendance and performance records •Creating classroom environment conducive to teaching and learning •Provide feedback to students regarding their performance and progress •Liaise with Senior Lecturers, Head of Division and Student Support Services officials in providing support interventions to students •Invigilation duties.

2. Fitting / Fitting and Turning Lecturer (PL1) X1

Contract

Location: Springfield Campus

Ref. No. SPR 08/01/2022

Salary Notch: R214 908 PA

This is a re-advertisement, all candidates who previously applied are encouraged to re-apply.

Requirements: •Matric or equivalent • N3 certificate + Trade Test in Fitting and Turning or equivalent REQV 13 qualification •Teaching qualification for secondary school or higher •SACE registration •Teaching experience will be an added advantage •Sound subject knowledge and work-related applications •Be able to teach Fitting subjects from N1 - N3 and other related subjects from N4 – N6 •Computer literacy (Ms Office) •Customer care; leadership skills; assertiveness; good record keeping and administrative skills; be a team player, have passion for learning and teaching; as well as good communication and interpersonal skills.

Key Result Areas: •Assist with enrolment, registration and induction of students •Teaching and learning delivery •Assess and evaluate student progress •Monitor student attendance register •Maintain student attendance and performance records •Creating classroom environment conducive to teaching and learning •Provide feedback to students regarding their performance and progress •Liaise with Senior Lecturers, Head of Division and Student Support Services officials in providing support interventions to students •Invigilation duties.

3. STUDENT LIAISON OFFICER X1

Contract – 4 months

Location: Cato Manor Campus

Ref: SSS 01/01/2022

Notch: R176 310.00 PA (SL5)

Requirements: • Matric certificate 12 or equivalent •Recognised tertiary qualification in Education, Psychology or Social Science (REQV 13) • Valid Driver's Licence • Minimum 3 years' working experience with students or youth •Ability to oversee and coordinate SRC activities at both campus and college levels •Computer literate in MsOffice •Excellent communication skills (verbal and written) •Good presentation and facilitation skills •Good problem – solving skills •Team work •Willingness to work irregular hours; travel and capacity to work under pressure •Good interpersonal skill •Coltech experience will be an added advantage •Fluency in both English and isiZulu will be an added advantage.

Key Result Areas:• Manage student governance structure issues within the DHET and college policy framework •Assume responsibility for student guidance, counselling and referrals •Participate in enrolment induction and open events •Assist with academic support programmes for students and tracking of students •Special Needs Support and extra-curricular activity support •Promote health and wellness programmes •Provide general

administrative support and ensure proper operation of the Student Support Services (SSS) function on campus.

CLOSING DATE: TUESDAY, 08 FEBRUARY 2022

TO BE INCLUDED IN THE APPLICATION:

- Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document), which must be completed in full, originally signed and dated by the applicant • Applications must be accompanied by a covering letter clearly indicating experience in the post applying for, a detailed Curriculum Vitae **indicating subjects and level(s) taught** • Copies of Qualifications and **Academic Record indicating subjects passed**, Identity Document, and Drivers Licence (where applicable) • A copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications.

IMPORTANT:

•Thekwini College is an equal opportunity employer •The College reserves the right not to make an appointment in these positions. •Correspondence will be limited to short-listed candidates only. •All successful candidates will be subjected to qualifications verification before appointment •Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

APPLICATION SUBMISSION:

Please apply through www.pnet.co.za

We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Pnet website and upload all documents required per advert.

ENQUIRIES:

Ms Vuyiswa Madonda (031 250 8408)

NB: All applications to include ALL required documentation as listed above. Incomplete applications **WILL NOT** be considered.
