



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 permanent posts based in Durban:

- 1. SENIOR LECTURER: NCV (PL2) X1
PERMANENT
CAMPUS: ASHERVILLE
REF: ASH 01/03/2022
NOTCH: R353 979.00 PA**

Requirements: •Matric certificate or equivalent •A recognized tertiary qualification in education (REQV13) •Educational Psychology as a major subject will be an added advantage •Valid SACE registration •Minimum of three (3) years lecturing experience at a TVET College •Sound NCV subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's licence.

Key Result Areas: •Lecturing of students •Be a subject matter expert •Facilitate subject allocation and time tabling •Supervise lecturers in the campus and manage their performance in terms of IQMS •Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance •Manage and supervise enrolments, assessment and examination processes in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities •Monitor Lecturer performance •Conduct classroom visits •Maintain a comprehensive and up to date record of staff •Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS •Enhance administration efficiency within the campus and college •Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

2. SENIOR LECTURER: REPORT 191 (PL2) X1
PERMANENT
CAMPUS: ASHERVILLE
REF: ASH 02/03/2022
NOTCH: R353 979.00 PA

Requirements: •Matric certificate or equivalent •A recognized tertiary qualification in Business Studies (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of three (3) years teaching/lecturing experience at a TVET College •Sound business studies subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's licence

Key Result Areas: •Be a subject advisor •Facilitate subject allocation and time tabling •Supervise lecturers in the campus and manage their performance in terms of IQMS •Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance •Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities •Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff •Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS •Enhance administration efficiency within the campus and college •Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

3. SENIOR LECTURER: HOSPITALITY NCV (PL2) X1
PERMANENT
CAMPUS: CATO MANOR
REF: CAT 01/03/2022
NOTCH: R353 979.00 PA

Requirements: •Matric certificate or equivalent •A recognized tertiary qualification in Hospitality/Catering Management (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of three (3) years teaching/lecturing experience at a TVET College •Sound hospitality subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's licence.

Key Result Areas: •Be a subject advisor •Facilitate subject allocation and time tabling
•Supervise lecturers in the campus and manage their performance in terms of IQMS
•Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance
•Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities
•Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff
•Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS
•Enhance administration efficiency within the campus and college
•Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

4. SENIOR LECTURER: HOSPITALITY REPORT 191 (PL2) X1

PERMANENT

CAMPUS: CENTEC

REF: CEN 01/03/2022

NOTCH: R353 979.00 PA

Requirements: •Matric certificate or equivalent •A recognized tertiary qualification in Hospitality/ Food and Beverages /Catering Management (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of three (3) years teaching/lecturing experience at a TVET College •Sound hospitality subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation
•Driver's licence.

Key Result Areas: •Be a subject advisor •Facilitate subject allocation and time tabling
•Supervise lecturers in the campus and manage their performance in terms of IQMS
•Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance
•Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities
•Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff
•Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS
•Enhance administration efficiency within the campus and college
•Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

5. SENIOR LECTURER: TOURISM REPORT 191 (PL2) X1
PERMANENT
CAMPUS: CENTEC
REF: CEN 02/03/2022
NOTCH: R353 979.00 PA

Requirements: •Matric certificate or equivalent •A recognized tertiary qualification in Tourism Management/ Ecotourism (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of three (3) years teaching/lecturing experience at a TVET College •Sound tourism subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's licence

Key Result Areas: •Be a subject advisor •Facilitate subject allocation and time tabling •Supervise lecturers in the campus and manage their performance in terms of IQMS •Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance •Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities •Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff •Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS •Enhance administration efficiency within the campus and college •Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

6. SENIOR LECTURER: FINANCE REPORT 191 (PL2) X1
PERMANENT
CAMPUS: CENTEC
REF: CEN 03/03/2022
NOTCH: R353 979.00 PA

Requirements: •Matric certificate or equivalent •A recognized tertiary qualification in Finance/Accounting (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of three (3) years teaching/lecturing experience at a TVET College •Sound finance subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's licence

Key Result Areas: •Be a subject advisor •Facilitate subject allocation and time tabling
•Supervise lecturers in the campus and manage their performance in terms of IQMS
•Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance •Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities •Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff •Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS •Enhance administration efficiency within the campus and college
•Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

7. SENIOR LECTURER: NCV TOURISM (PL2) X1

PERMANENT

CAMPUS: CENTEC

REF: CEN 04/03/2022

NOTCH: R353 979.00 PA

Requirements: •Matric certificate or equivalent •A recognized tertiary qualification in Tourism Management / Ecotourism (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of three (3) years teaching/lecturing experience at a TVET College •Sound NCV fundamental subjects knowledge and work-related applications
•Computer literacy (Ms Office) •Knowledge of examination and assessment policies
•Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation
•Driver's licence

Key Result Areas: •Be a subject advisor •Facilitate subject allocation and time tabling
•Supervise lecturers in the campus and manage their performance in terms of IQMS
•Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance •Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities •Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff •Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS •Enhance administration efficiency within the campus and college
•Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

8. SENIOR LECTURER: NCV OFFICE ADMINISTRATION (PL2) X1
PERMANENT
CAMPUS: CENTEC
REF: CEN 05/03/2022
NOTCH: R353 979.00 PA

Requirements: •Matric certificate or equivalent •A recognized tertiary qualification in Office Administration / Management Assistant (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of three (3) years teaching/lecturing experience at a TVET College •Sound NCV vocational subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's licence.

Key Result Areas: •Be a subject advisor •Facilitate subject allocation and time tabling •Supervise lecturers in the campus and manage their performance in terms of IQMS •Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance •Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities •Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff •Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS •Enhance administration efficiency within the campus and college •Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

9. HEAD OF DIVISION: BUSINESS STUDIES REPORT 191 (PL3) X1
PERMANENT
CAMPUS: CENTEC
REF: CEN 06/03/2022
NOTCH: R421 473.00 PA

Requirements: •Matric certificate or equivalent •A recognized tertiary qualification in Business Studies (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of five (5) years lecturing experience at a TVET College •Minimum two (2) years' management experience in a TVET College •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's

Key Result Areas: Deputize the Campus Manager in managing the campus and promoting the education of students in a proper manner •Maintain a total awareness of the administrative procedures across the entire range of campus activities and functions •Engage in class teaching as per workload of the relevant post and campus needs •Monitor and advise on curriculum delivery of programmes offered in the Campus •Review PQM regularly • Monitor teaching and learning through LMS •Manage and supervise enrolment , assessment and examination processes • ISAT and ICASS coordination •Generate staff and student report of attendance and performance •Assist the Campus in overseeing student welfare •Guide and supervise the work and performance of staff •Compile report to the Campus Manager • •Manage and facilitate student work based experience and lecturer workplace integrated learning.

10. SENIOR LECTURER: CIVIL ENGINEERING (PL2) X1

PERMANENT

CAMPUS: MELBOURNE

REF: MEL 01/03/2022

NOTCH: R353 979.00 PA

Requirements: •Matric certificate or equivalent •A relevant recognized tertiary qualification in Civil Engineering (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of three (3) years lecturing experience at a TVET College •Sound civil engineering subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's licence

Key Result Areas: •Be a subject advisor •Facilitate subject allocation and time tabling •Supervise lecturers in the campus and manage their performance in terms of IQMS •Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance •Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities •Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff •Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS •Enhance administration efficiency within the campus and college •Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

11. SENIOR LECTURER: ELECTRICAL ENGINEERING HC (PL2) X1
PERMANENT
CAMPUS: MELBOURNE
REF: MEL 02/03/2022
NOTCH: R353 979.00 PA

Requirements: •Matric certificate or equivalent •A relevant recognized tertiary qualification in Electrical Engineering HC (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of three (3) years lecturing experience at a TVET College •Sound electrical engineering subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's licence

Key Result Areas: •Be a subject advisor •Facilitate subject allocation and time tabling •Supervise lecturers in the campus and manage their performance in terms of IQMS •Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance •Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities •Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff •Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS •Enhance administration efficiency within the campus and college •Member of campus management team and relevant committees •Coordinate Health, safety and wellness programmes on campus •Assist with daily running of the campus.

12. SENIOR LECTURER: ELECTRICAL ENGINEERING LC(PL2) X1
PERMANENT
CAMPUS: MELBOURNE
REF: MEL 03/03/2022
NOTCH: R353 979.00 PA

Requirements: •Matric certificate or equivalent •A relevant recognized tertiary qualification in Electrical Engineering LC (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of three (3) years lecturing experience at a TVET College •Sound electrical engineering subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's licence

Key Result Areas: •Be a subject advisor •Facilitate subject allocation and time tabling
•Supervise lecturers in the campus and manage their performance in terms of IQMS
•Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance
•Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities
•Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff
•Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS
•Enhance administration efficiency within the campus and college
•Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus

**13. SENIOR LECTURER: INFORMATION TECHNOLOGY AND COMPUTER SCIENCE (PL2) X1
PERMANENT
CAMPUS: MELBOURNE
REF: MEL 04/03/2022
NOTCH: R353 979.00 PA**

Requirements: •Matric certificate or equivalent •A relevant recognized tertiary qualification in Information Technology & Computer Science (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of three (3) years lecturing experience at a TVET College •Sound electronic engineering or IT subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation
•Driver's licence

Key Result Areas: •Be a subject advisor •Facilitate subject allocation and time tabling
•Supervise lecturers in the campus and manage their performance in terms of IQMS
•Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance
•Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities
•Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff
•Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS
•Enhance administration efficiency within the campus and college
•Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

**14. HEAD OF DIVISION: INFORMATION TECHNOLOGY AND COMPUTER SCIENCE
(PL3) X1
PERMANENT
CAMPUS: MELBOURNE
REF: MEL 05/03/2022
NOTCH: R421 473.00 PA**

Requirements: •Matric certificate or equivalent •A recognized tertiary qualification in Information Technology and/ Computer Science (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of five (5) years teaching/lecturing experience at a TVET College •Minimum two (2) years' management experience in a TVET College •Sound information technology and computer science subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's licence.

Key Result Areas: • Deputize the Campus Manager in managing the campus and promoting the education of students in a proper manner •Maintain a total awareness of the administrative procedures across the entire range of campus activities and functions •Engage in class teaching as per workload of the relevant post and campus needs •Monitor and advise on curriculum delivery of programmes offered in the Campus •Review PQM regularly • Monitor teaching and learning through LMS •Manage and supervise enrolment , assessment and examination processes • ISAT and ICASS coordination •Generate staff and student report of attendance and performance •Assist the Campus in overseeing student welfare •Guide and supervise the work and performance of staff •Compile report to the Campus Manager • •Manage and facilitate student work based experience and lecturer workplace integrated learning.

**15. HEAD OF DIVISION: ENGINEERING STUDIES (PL3) X1
PERMANENT
CAMPUS: MELBOURNE
REF: MEL 06/03/2022
NOTCH: R421 473.00 PA**

Requirements: •Matric certificate or equivalent •A recognized tertiary qualification in Electrical HC/LC / CIVIL ENGINEERING (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of five (5) years teaching/lecturing experience at a TVET College •Minimum two (2) years' experience of Management in the TVET College •Sound electrical engineering subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP system •Strategic project, financial and time management

skills •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills
•Ability to plan ahead and apply good time management •Problem solving •Organization skills to ensure effective teaching and learning •Be able to make decisions on operational matters and implement them •Knowledge of Coltech will be an added advantage •Driver's licence

Key Result Areas: •Assist the Campus Manager in managing the campus and promoting the education of learners in a proper manner •Maintain a total awareness of the administrative procedures across the entire range of campus activities and functions •Engage in class teaching as per workload of the relevant post and campus needs •Monitor teaching and learning through LMS •Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities •Generate student report of attendance and performance •Be responsible for campus curriculum and pedagogy (e.g. text books, co-ordinating the work of subject committees and groups, timetabling and developmental programmes and arranging teaching practice) •Assist the campus manager in overseeing learner counselling and guidance in careers, discipline, compulsory attendance and the general welfare •Guide and supervise the work and performance of staff and where necessary , discuss and write or countersign reports •Advise the Campus Manager on the division of work among staff members in the department •Participate in agreed campus/ educator appraisal process in order to regularly review their professional practice with the aim of improving teaching, learning and management •Manage and facilitate student work based experience and lecturer workplace intergrated learning.

16. SENIOR LECTURER: BUSINESS STUDIES (PL2) X2
PERMANENT
CAMPUS: SPRINGFIELD
REF: SPR 01/03/2022
NOTCH: R353 979.00 PA

Requirements: •Matric certificate or equivalent •A recognized tertiary qualification in Business Studies (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of three (3) years lecturing experience at a TVET College •Sound business studies subjects knowledge and work-related applications ••Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's licence .

Key Result Areas: •Be a subject advisor •Facilitate subject allocation and time tabling •Supervise lecturers in the campus and manage their performance in terms of IQMS •Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance •Manage and supervise assessment and examination process in the section

including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities •Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff •Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS •Enhance administration efficiency within the campus and college •Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

17. SENIOR LECTURER: COMPUTER STUDIES: (PL2) X1

PERMANENT

CAMPUS: SPRINGFIELD

REF: SPR 02/03/2022

NOTCH: R353 979.00 PA

Requirements: •Matric certificate or equivalent •A recognized tertiary qualification in Computer Related Studies (REQV 13) •Teaching qualification in secondary/higher with computer related subject/s •Valid SACE registration •Minimum of three (3) years lecturing experience at a TVET College (including computer related subjects) •Sound business studies computer related subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's licence

Key Result Areas: •Be a subject advisor •Facilitate subject allocation and time tabling •Supervise lecturers in the campus and manage their performance in terms of IQMS •Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance •Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities •Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff •Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS •Enhance administration efficiency within the campus and college •Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

18. SENIOR LECTURER: ENGINEERING STUDIES (PL2) X1

PERMANENT

CAMPUS: SPRINGFIELD

REF: SPR 03/03/2022

NOTCH: R353 979.00 PA

Requirements: •Matric certificate or equivalent •A relevant recognized tertiary qualification in Mechanical Engineering (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of three (3) years lecturing experience at a TVET College •Sound mechanical engineering subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's licence

Key Result Areas: •Be a subject advisor •Facilitate subject allocation and time tabling •Supervise lecturers in the campus and manage their performance in terms of IQMS •Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance •Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities •Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff •Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS •Enhance administration efficiency within the campus and college •Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

19. HEAD OF DIVISION: ENGINEERING STUDIES (PL3) X1

PERMANENT

CAMPUS: SPRINGFIELD

REF: SPR 04/03/2022

NOTCH: R421 473.00 PA

Requirements: •Matric certificate or equivalent •A recognized tertiary qualification in Mechanical Engineering (REQV 13) •Teaching qualification in secondary/higher •Valid SACE registration •Minimum of three (3) years teaching/lecturing experience at a TVET College •Minimum two (2) years' management experience in a TVET College •Sound engineering subjects knowledge and work-related applications •Computer literacy (Ms Office) •Knowledge of examination and assessment policies •Knowledge of the CAP and Coltech systems •Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills •Ability to plan ahead and apply good time management skills •Problem solving skills •Organization skills to ensure effective quality teaching and learning •Be able to make decisions on operational matters and implementation •Driver's licence

Key Result Areas: • Deputize the Campus Manager in managing the campus and promoting the education of students in a proper manner • Maintain a total awareness of the administrative procedures across the entire range of campus activities and functions • Engage in class teaching as per workload of the relevant post and campus needs • Monitor and advise on curriculum delivery of programmes offered in the Campus • Review PQM regularly • Monitor teaching and learning through LMS • Manage and supervise enrolment, assessment and examination processes • ISAT and ICASS coordination • Generate staff and student report of attendance and performance • Assist the Campus in overseeing student welfare • Guide and supervise the work and performance of staff • Compile report to the Campus Manager • Manage and facilitate student work based experience and lecturer workplace integrated learning.

20. SENIOR LECTURER: BUSINESS STUDIES (PL2) X2

PERMANENT

CAMPUS: UMBILO

REF: UMB 01/03/2022

NOTCH: R353 979.00 PA

Requirements: • Matric certificate or equivalent • A recognized tertiary qualification in Transport Management Studies (REQV 13) • Teaching qualification in secondary/higher • Valid SACE registration • Minimum of three (3) years lecturing experience at a TVET College • Sound business studies subjects knowledge and work-related applications • Computer literacy (Ms Office) • Knowledge of examination and assessment policies • Knowledge of the CAP and Coltech systems • Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills • Ability to plan ahead and apply good time management skills • Problem solving skills • Organization skills to ensure effective quality teaching and learning • Be able to make decisions on operational matters and implementation • Driver's licence.

Key Result Areas: • Be a subject advisor • Facilitate subject allocation and time tabling • Supervise lecturers in the campus and manage their performance in terms of IQMS • Coordinate assessment and moderation in the campus • Develop strategies to enhance student performance and good results • Monitor and manage student attendance and upload attendance • Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities • Monitor Lecturer performance • Conduct classroom visits • Advise campus management regarding the allocation of work amongst staff • Maintain a comprehensive and up to date record of staff • Ensure POA's and POE's are done timeously • Monitor teaching and learning through LMS • Enhance administration efficiency within the campus and college • Member of campus management team and relevant committees • Coordinate Health, Safety and wellness programmes on campus • Assist with daily running of the campus.

CLOSING DATE: FRIDAY, 25 MARCH 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, Valid SACE Registration 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:

Mr Enock Mahlasela (031 250 8232)

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