



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING COLLEGE
EDUCATION OF DISTINCTION

INTERNAL ADVERT

South West Gauteng College hereby request applications of prospective candidates for the following post based at the Technisa Campus.

Job Title: Acting Senior Lecturer Mathematics Literacy NC (V) (**Acting**). **PL 2**

REF: TECH/ASLML/2023

Job Requirements

- Three-year relevant teacher's qualification (include **TRANSCRIPT**) and SACE registration.
- In-depth knowledge of the subject programme (subjects).
- Excellent communication in English (written and verbal), organizing, planning and administration skills. Ability to monitor students' performance and provide critical feedback in an objective and professional manner.
- Ability to relate to students in a professional manner and to promote a conducive teaching and learning environment.

Main objectives and key functions

Oversee the development of division in the college. Supporting College and rendering professional assistance in capacity building related to learning, teaching and assessment of division subjects in all levels. Co-ordination of Curriculum and Assessment structures for your division. Co-ordination of the development of learning materials, development of Performance Assessment Tasks and Assessment Tasks. Be responsible for the effective functioning of the department and organize relevant curricular activities so as to ensure that the subject, learning area or phase and the education of the learners are promoted in a proper manner. Assess and record the attainment of learners taught • Assist with planning and management of text books, equipment, etc. • Manage and monitor curriculum activities for Report 191 programs • Organize experiential learning and teaching, including excursions for students • Report on and account for student performance in his/her programme(s) • Perform other relevant duties within the ambit of teaching and learning. To co-operate with colleagues in order to maintain good learning and teaching standard and progress among the learners and to foster administrative efficiency within the subject or programme and the college. To collaborate and network with educators of other colleges in developing the subject or programme and conducting

extra-curricular activities. To meet parents and guardians to discuss with them the progress, attendance and conduct of their children. To participate in subject or programme professional committees, seminars and workshops in order to contribute to and / or update professional views and standards. Closely advise, assess and moderate all ICASS, CAT and ISAT activities in the department. To co-operate with further and higher education institutions in relation to learner' records and performance and career opportunities.

Job requirements

- Good coordination, communication skills and good decision making.
- Be analytical, able to work under pressure and within a team, and do follow ups.

NB! Closing date: 24 March 2023@13H00. Applications should be send at the Head Office and please use the new Z83 and it must be accompanied by updated CV, Copy of ID, and Qualifications with transcripts. **Certified copies of educational qualifications shall be requested ONLY from shortlisted candidates. The College reserves the right not to fill the advertised posts.** Any applications received after the above mentioned date will not be considered. **Enquires:** Ms. Mmatshapo Santho, Mr Tebogo Mophaleng Tel: 010 140 2010 at EXT 1067, 1035, respectively. Note: All costs incurred due to your application and interviews will be at your own expense. Applications for the above positions should be hand delivered or posted to the address below: **(HR Office)** South West Gauteng TVET College | 1822a Molele Street | Cnr Koma Road, Molapo | Soweto