



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

ADVERT

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

Job Title: Life Skills and Computer Literacy - NC (V) (Temp)

Ref no: RDP/TLSC/1/2023

Minimum Requirements

- A recognized 3-year Degree/Diploma qualification with majors in the particular field of study, In-depth knowledge of the subject.
- Registration with SACE (**South African Council of Educators**) will be an added advantage.
- 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.

Duties and responsibilities:

Facilitate general academic and career development of students. Prepare lesson plans and lecturer students in compliance with the College Annual Academic Plan, the Campus timetable and the College Quality Management System. Assess students, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures. Create a conducive classroom environment and ensure efficient classroom management and discipline of student's. Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to student's. Distribute textbooks and student packs to students and maintain the necessary records. Manage and monitor student attendance, and organize

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