



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

The following vacancies currently exist at South West Gauteng TVET College, although the employer for staff members employed in these positions, will be the Department of Higher Education and Training.

All positions advertised, are for permanent appointment, **unless indicated otherwise**, and are non-PPN positions.

SALARY SCALE (PL5)- R 572 346.00 (EXCLUDING BENEFITS)

1. Campus Manager (PL5)-REF: TECH/CM/2023

REQUIREMENTS:

- Recognized 3-year Degree/Diploma Teachers Qualification and SACE registration, with at least 5 years' management level (PL3).
- A valid driver's licence will be an added advantage.
- Preference will be given to the person with TVET experience.

Duties and Responsibilities:

- Responsible for general and administration of the campus Academic Curriculum Development.
- Manage the overall operations of the campus and ensure that the campus teaching and learning takes place.
- Manage students' academic performance and that of lectures and administrative staff at the campus.
- Responsible for managing the human resources, finance and infrastructure activities of the campus.
- Responsible for up-liftment of the morale, wellbeing and care of personnel.
- Responsible for effective implementation of DHET policies and to realize the objective of TVET.
- Provide support, guidance and mentorship to all managers of staff under their span of control.
- To coordinate and oversee student activities as well as organize events, often with the help of student support unit.
- To organize the staff induction day, usually three days prior to the students arrival.
- To provide superlative customer care catering to customer's needs.
- To create positive and enthusiastic team spirit and maintain motivation and staff rapport effectively.
- To coordinate cordial and transparent communication between the campuses, client, service providers and Head Office.

- To control the expenses budget, deal with petty cash according to Head Office procedures and maintain accurate accounting records and receipts.

PL 2 - SENIOR LECTURER POSTS

SALARY SCALE: R 244.884.00 (EXCLUDING BENEFITS)

1. **Life Skills and Computer Literacy (NCV)** Ref no: SL/LSCL/GT/2023 - George Tabor Campus.
2. **Mathematics and Mathematical Literacy (NCV)** Ref no: SL/ML/RDP/2023 – Roodepoort Campus
3. **English First Additional Language (NCV)** Ref no: SL/EFAL/RW/2023 – Roodepoort West Campus
4. **Tourism (NCV)** Ref no: SL/ T/ TECH/2023 – Technisa Campus
5. **Mathematical Literacy (NCV)** Ref no: SL/ML/TECH/2023 – Technisa Campus
6. **Business and Finance- Distance Learning**
Ref no. SL/B/F/TECH/2023
7. **Electrical/Electronics/Computer Engineering-Distance Learning** -Ref no: SL/EEC/TECH/2023
8. **English First Additional Language (NCV)-** Ref no: SL/EFAL/GT/2023- George Tabor Campus

REQUIREMENTS:

- Matric/Grade 12 plus recognised 3- or 4-year Degree/Diploma (NQF 6) in the relevant field which must include a teaching qualification.
- At least 3 years lecturing experience, preferably in a TVET Sector; Accreditation as an Assessor and Moderator would be a strong recommendation and Sound communication skills.
- Ability to monitor and facilitate Students and Lecturers' performance and provide critical feedback in an objective manner.
- Good planning, organising, administration, monitoring and evaluation skills.
- SACE registration is compulsory.
- Extensive knowledge of policies governing academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape and DHET policies pertinent to teaching and learning.
- Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem-solving skills. Strong events and project management skills.
- Ability to manage performance and provide critical feedback in an objective manner.
- Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues.
- Advanced computer skills (MS Word, MS Excel and PowerPoint).
- Willing to travel to attend meetings and trainings.
- A valid driver's licence is essential as travelling and extended working hours will be required.

DUTIES:

- Manage registration of students and student induction procedure in co-operation with other line managers.
- Planning of educator work allocation.
- Assisting Campus Manager with compilation of the time table in line with College Teaching and Learning plan.
- Coordinate the procurement of the programme's training needs.
- Provide guidance on syllabi, curriculum and learning outcomes.
- Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department.
- Create a conducive classroom environment and ensure efficient classroom management and discipline of students.
- Liaise with the Lectures, other Programme Managers and Student Support Officers in providing support interventions programme to students.
- Manage and facilitate Students Work Based Experience (WBE) as well as Lectures Workplace Integrated Learning (WIL).

Senior Lecturer (PL2) Business and Finance- Distance Learning

Ref no. SL/B/F/TECH/2023

REQUIREMENTS

- Degree/Diploma in ***Business or Financial Management*** which must include a teaching qualification;
- At least 3 years of lecturing experience, preferably in the TVET Sector;
- Any instructional design qualification
- Minimum of one year's instructional design and development work experience,
- Experience/exposure to any LMS
- Proveable advanced computer skills
- Registration with SACE (**South African Council of Educators**).
- Valid driver's license

Main objectives and key functions

- Manages sectional program development.
- Manage the development of instructional strategies, course materials, assessment techniques, and appropriate integration of instructional technologies and best practices.
- Designs and produces learning materials in a variety of formats including print, graphics, audio, video, animation and multimedia to support teaching, learning, and college information needs.
- Manages sectional requirements with regard to the use of technology tools and methods, use of instructional software, and effective uses of multimedia.
- Assists in maintenance and ongoing updating of the college Learner Management System
- Makes recommendations on educational best practices, instructional resources, instructional technologies, and multimedia hardware/software to support teaching and learning.
- Delivers workshops and training to students and staff in the use of instructional technologies and educational best practices; maintains records.

- Facilitates curriculum development sessions, documents findings, and writes reports
- Renders professional assistance in capacity building related to learning, teaching, and assessment of all subjects at all levels within the section.
- Manage the Curriculum and Assessment for relevant section.
- Be responsible for the effective functioning of the section and organize relevant open learning curricular activities so as to ensure that the education of the learners is promoted in a proper manner
- Report on and account for student performance in Distance learning programs
- To participate in the subject or program professional committees, seminars, and workshops in order to contribute to and/or update professional views and standards
- Closely advise, assess, and monitor the accumulation of each student's term marks
- Perform other relevant duties within the ambit of teaching and learning.
- Reports to HOD of Distance Learning

Senior Lecturer (PL2) **Electrical/Electronics/Computer Engineering** Distance Learning -
Ref no: SL/EEC/TECH/2023

REQUIREMENTS

- Degree/Diploma in **Electrical/Electronics/Computer Engineering** which must include a teaching qualification;
- At least 3 years of lecturing experience, preferably in the TVET Sector;
- Any instructional design qualification
- Minimum of one year's instructional design and development work experience,
- Experience/exposure to any LMS
- Proveable advanced computer skills.
- Registration with SACE (**South African Council of Educators**).
- Valid driver's license.

Main objectives and key functions

- Manages sectional program development.
- Manage the development of instructional strategies, course and assessment materials, assessment techniques, and appropriate integration of instructional technologies and best practices.
- Designs and produces learning materials in a variety of formats including print, graphics, audio, video, animation and multimedia to support teaching, learning, and college information needs.
- Manages sectional requirements with regard to the use of technology tools and methods, use of instructional software, and effective uses of multimedia.
- Assists in maintenance and ongoing updating of the college Learner Management System
- Manages students, lecturers and administrative processes within the Business/Finance Section.
- Ensure implementation of the Campus curriculum as required by legislation.
- Ensure effective and efficient utilization of resources.
- Manages online teaching and learning in section.
- Manages all academic activities within the section including the management of timetables, attendance, staff allocation and ordering of textbooks, monitoring and evaluation of curriculum delivery and assessment

- Delivers workshops and training to students and staff in the use of instructional technologies and educational best practices; maintains records and writes reports
- Renders professional assistance in capacity building related to learning, teaching, and assessment of all subjects at all levels within the section.
- Report on and account for student performance in Distance learning programs
- To participate in the subject or program professional committees, seminars, and workshops in order to contribute to and/or update professional views and standards
- Closely advise, assess, and monitor the accumulation of each student's term marks
- Perform other relevant duties within the ambit of teaching and learning.
- Be prepared to work flexi hours.
- Reports to HOD of Distance Learning

PL 1 - LECTURER POSTS

SALARY SCALE : R 244.884.00 (EXCLUDING BENEFITS)

1. **Finance, Economics and Accounting (NCV)** Ref no: DOBS/FEA/2023 - Dobsonville Campus
2. **English First Additional Language (NCV)** Ref no: DOBS/EFAL/2023 – Dobsonville Campus
3. **Human Resources Management (Report 191)** Ref no: DOBS/HR/2023 – Dobsonville Campus
4. **Tourism (Report 191)** Ref no: GT/T/2023 – George Tabor Campus
5. **English First Additional Language (NCV)** Ref no: GT/EFAL/2023- George Tabor Campus
6. **Transport and Logistics (NCV)**-Ref no: GT/TL/2023- George Tabor
7. **Engineering Graphic Design** Ref, no: MOL/EGD/2023 – Molapo Campus
8. **Mathematical Literacy (NCV)** Ref no: TECH/ML/2023 – Technisa Campus
9. **English First Additional Language (NCV)** Ref no: TECH/EFAL/2023 - Technisa Campus
10. **Water and Waste Treatment (Report 191)** Ref no: RW/WW/2023-Roodeport West

REQUIREMENTS:

- Matric/Grade 12 plus recognised 3- or 4-year Degree/Diploma (NQF 6) qualification in Education.
- Registration with SACE is Compulsory.
- In-depth knowledge of the programme or subject.
- Working experience in the TVET sector will be an added advantage. Knowledge of theory and practice in the relevant field.
- Sound communication skills. Computer literacy is highly recommended.

DUTIES:

The successful candidate(s) will be required to lecture and assess NCV and/or Report 191

- Management of students and administrative records; classroom / workshop facilitation
- Facilitate specified subjects on the levels required

- Report to management from time to time; ensure provisioning of quality education and training in line with the college/DHET requirements;
- Assess students' performance; liaise with students, parents and other relevant stakeholders. Support student development.
- 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 students.
- Distribute textbooks and student packs to students and maintain the necessary records.
- Manage and monitor student attendance.

NB! Closing date: 31 July 2023 at 16:00 pm. Applications should be submitted at the Head Office and please use the **NEW Z83 FORM**, which must be accompanied by **updated detailed CV with at least three (3) contactable references. Certified copies of educational qualifications, ID Copy and drivers' licence should be less than six (6) months old. The College reserves the right not to fill the advertised posts.**

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Any applications received after the above-mentioned date will not be considered. Should an application be received where an applicant applies for more than one post on the same application form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for.

Failure to comply with the above instructions will result in applications being disqualified. **Please take note that correspondence will be limited to shortlisted candidates only.**

Successful candidates will be subjected to a vetting process (**criminal record, qualification and employment verification**). If you are not contacted within three months after the closing date, consider your application unsuccessful.

The College is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of these positions. Persons with disability are encouraged to apply.

For any further information on the positions advertised, please refer to our website: **www.swgc.co.za**

Enquires: Ms. Mmatshapo Santho, Mr Tebogo Mophaleng and Ms Zondi Ngobile. Tel: 010 141 1000 at EXT 1035, 1067 & 1037, 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:

South West Gauteng TVET College
1822a Molele Street
Cnr. Koma Road, Molapo
Soweto.

or

South West Gauteng TVET College
Human Resource Unit
Private Bag X33
Tshiawelo
1818