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 (TEMPORARY)

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

Job Title: Distance Learning Lecturer – Nated Business Studies (Temporary)
Ref no: TECH/TM/2024

Minimum Requirements

- A recognized 3-year Degree/Diploma qualification with majors in the particular field of study, In-depth knowledge of the subjects (Attach transcript).
- 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:

1. **Virtual Teaching and Instructional Responsibilities**
   - **Deliver Engaging Online Lectures**: Conduct live virtual lectures and facilitate asynchronous learning activities through multimedia resources like video presentations, digital lectures, and quizzes. Utilize screen recording tools, digital whiteboards, and interactive content platforms to enhance learning and student engagement.
   - **Maintain an Active Online Presence**: Engage with students regularly through online forums, promptly respond to inquiries, and provide timely, constructive feedback on assignments to sustain engagement and understanding.
   - **Flexible Schedule**: Be prepared to work flexible hours, including late nights, weekends, and holidays, to meet diverse student needs and accommodate various time zones.
2. **Digital Course Development and Curriculum Support**
   - **Content Creation and Updates**: Design and continuously update online course materials to align with curriculum standards, using interactive quizzes, polls, and case studies. Collaborate with instructional designers and senior lecturers to ensure all content is accessible and suited to online learning.
   - **Virtual Work Integrated Learning (WIL)**: Facilitate digital simulations, industry webinars, and practical assignments to create real-world connections between theory and practice in a remote format.

- o **Innovative Instructional Design**: Work closely with Courseware Developers to integrate the latest best practices in online teaching and learning, enhancing student engagement and academic success.

3. **Student Support and Pastoral Care**
   - o **Multi-Channel Student Assistance**: Offer student support through phone, email, and WhatsApp, providing a robust support structure that includes documentation of all interactions and follow-ups.
   - o **Pastoral Care for Student Well-being**: Provide additional support to students facing academic or personal challenges through virtual consultations, online counseling, and referrals to relevant student support services.
   - o **Monitor and Encourage Engagement**: Track student participation within the LMS and proactively reach out to those with low engagement or needing additional help, promoting a supportive and inclusive online learning environment.

4. **Technical Troubleshooting and Collaboration with Support Teams**
   - o **Help Desk Collaboration**: Serve as the initial contact for addressing basic technical issues that students may experience on COL Campus. Escalate more complex technical problems to Help Desk consultants and track resolutions.
   - o **Coordination with Courseware Developers**: Partner with Courseware Developers for curriculum-related issues or LMS-related complexities, ensuring content and technical support aligns with instructional standards and academic goals.
   - o **Feedback and Issue Documentation**: Maintain detailed records of support cases, offering insights to both Help Desk and Courseware Development teams to inform improvements in content delivery and platform usability.

5. **Assessment, Record-Keeping, and Progress Monitoring**
   - o **Design and Administer Online Assessments**: Create assessments suited to an online environment, providing structured rubrics, clear guidelines, and prompt feedback to support continuous student growth.
   - o **Digital Record Management**: Keep accurate digital records of student attendance, grades, and progress within the LMS, ensuring transparency and easy access for students.
   - o **Regular Progress Reporting**: Share progress updates with students and parents, tracking individual performance and implementing interventions when necessary to support improvement.

6. **Administrative and Organizational Responsibilities**
   - o **Resource Management on LMS**: Organize and ensure accessibility of all digital resources within COL Campus, updating and managing files for optimal student access.
   - o **Scheduling and Virtual Office Hours**: Coordinate flexible online schedules and virtual office hours that align with academic timelines and accommodate student availability.
   - o **Active Participation in Faculty Meetings**: Contribute to virtual faculty meetings and participate in administrative tasks that support the Distance Learning program's goals and operational needs.

7. **Professional Development in Digital Education**
   - o **Continuous Learning and Skill Development**: Participate in a minimum of 80 hours of Continuous Professional Development (CPD) annually, focusing on online teaching strategies, assessment tools, and instructional technology.

- o **Skill Enhancement in Digital Tools**: Develop and maintain proficiency in LMS platforms (e.g., Canvas, Moodle), video conferencing, and content creation tools, staying updated on educational technology advancements.
  - o **Quality Assurance and Best Practices**: Engage in quality assurance processes, offering constructive feedback to peers and continuously improving teaching practices to uphold high standards in digital education.
8. **Training and Support for New and F2F Staff in Online Modalities**
   - o **Onboarding New Online Staff**: Train and mentor new distance learning staff, familiarizing them with the LMS, digital tools, and best practices in online teaching. Provide hands-on support as they transition to online modalities.
   - o **Assisting Face-to-Face (f2f) Lecturers**: Offer guidance to traditional f2f lecturers adapting to online teaching, providing training on digital pedagogy, content adaptation, and student engagement strategies specific to a remote environment.
   - o **Collaboration on Course Development**: Work with new and f2f lecturers to develop online-friendly course materials, interactive elements, and assessment methods, ensuring a seamless transition to online education.
9. **Student Engagement and Extra-Curricular Activities**
   - o **Promote Digital Student Interaction**: Foster community among students through study groups, interactive forums, and collaborative projects to enhance peer engagement and social connection.
   - o **Organize Virtual Extra-Curricular Events**: Coordinate online co-curricular activities, including guest lectures, industry webinars, and student showcases, enriching the student experience and encouraging a well-rounded learning environment.
   - o **Support College Events**: Participate in online orientations, open houses, and departmental meetings, contributing to a cohesive and supportive remote student body.

Essential Technical Skills and Professional Attributes

- **Technical Skills**: Proficiency with LMS platforms (e.g., Canvas, Moodle), video conferencing tools, digital content creation software, and troubleshooting common technical issues. Advanced digital literacy is essential.
- **Professional Attributes**: Excellent communication skills, adaptability, proactive learning, and a supportive approach to engaging students and colleagues in a virtual environment. Flexibility and a commitment to fostering an inclusive online classroom are vital.

NB! Closing date: 29 November 2024@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. Mmatshepo Santho, Mr Thando Khuse Tel: 010 140 2010 at EXT 1032,1035 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) Attention Mr Khuse** South West Gauteng TVET College | 1822a Molele Street | Cnr Koma Road, Molapo | Soweto