



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: Education & Development - NC (V) PL 1 (Temp)

Ref no: RDP/TED/2025

Minimum Requirements

- A recognized 3-year Degree/Diploma qualification with majors in the field of study.
- 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 students. Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to students. Distribute textbooks and student packs to students and maintain the necessary records. Manage and monitor student attendance and organize job placement and excursions for students.

NB! Closing date: 06 December 2024@14H00. Applications should be submitted to Head Office and please use the new Z83 and it must be accompanied by updated CV, Copy of ID, and Qualifications with transcripts. **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. Mmatshupo Santho, and 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 to the address below:

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