



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

SOUTH WEST GAUTENG TVET COLLEGE

South West Gauteng TVET College currently has the following non-delegated vacant positions available.

The incumbent staff member will be employed by the Department of Higher Education and Training, although he/she will be placed at, and operate from South West Gauteng TVET College at either its Head Office in Molapo, Soweto, or any of the other sites indicated.

Educator (CS) positions

Head of Division (PL3): NCV Fundamental Studies, Technisa Campus (Randburg, Gauteng)-
REF: HOD/NCV/F/2025

Commencement salary notch:

PL3: R 514 563,00 p/a (excluding benefits)

MINIMUM REQUIREMENTS

- An appropriate, recognized 3-year Degree or equivalent that includes a teaching qualification.
- Must be permanently appointed as a Senior Lecturer.
- A minimum of an REQV 13 relevant qualification which must include a minimum of 5 years' teaching experience (of which 2 years must have been at a campus management level)
- Registration with SACE.
- Computer skills.
- Good verbal and written communication and interpersonal skills.
- Knowledge of the legislative framework, FETC Act as amended, NQF Act, LRA, BCEA and SDA as amended.

Duties and responsibilities:

- Involved with the daily running and administration of the campus.
- Oversee administration and academic staff in the performance of their daily duties within the department, specifically, this includes daily checking and updating of the staff attendance register, academic staff leave forms and administration of leave taken to date.

- Coordinate and conduct performance appraisals.
- Organize catch up plan to cover the time lost by staff. Coordinate divisional input into the budget. • Check on MIS the capture of student information.
- Compile weekly reports on absences within prescribed period for tests.
- Oversee test and examination timetables and invigilation.
- Maintain a comprehensive and up-to-date file of syllabi for staff access.
- Oversee/supervise POE/POA moderation on campus.
- Conduct campus POE/POA audits, together with campus executive committee.
- Provide input to assist lecturers with didactical and classroom management interventions.
- Provide inputs to assist lecturers in the compilation POE and POA
- In liaison with CMT, identify campus resource requirements.
- Provide assistance to ensure successful academic delivery in the classroom
- Monitor, report on and oversee the implementation of any syllabus changes
- Ensure that all ICASS and ISAT marks are entered onto the system as per the academic year plan • Manage the preparation and implementation phases of the ISAT
- Involvement in the management of academic support implementation
- Liaise with SSS to develop the campus academic support intervention. The person must be able to draw up a timetable for NCV and Report 191.
- Be prepared to place students and lecturers on workplaces. Help with the stock taking of all Assets including workshop/ classroom material.

Snr Lecturer (PL2): Occupational Programmes (Molapo Campus)-**REF:SL/MOL/OCP/2025**

Snr Lecturer (PL2): Occupational Programmes (Roodepoort West Campus)-
REF:SL/RW/OCP/2025 (2 posts)

Commencement salary notch:

PL2: R 435 240,00 p/a (excluding benefits)

Job Requirements

- Matric certificate or equivalent qualification. Must have a Teaching qualification (secondary or higher level). A relevant recognized Tertiary qualification (Diploma/Degree) relevant to the post. Valid SACE registration. Minimum three (3) years' lecturing experience at a TVET college. Sound knowledge and work-related applications. Computer literacy (MS Office). Knowledge of the External Integrated Summative Assessment and its policies. Leadership and management skills, good communication and interpersonal skills, passion for learning and teaching as well as good recordkeeping and administration skills. Ability to plan ahead and good time management skills. Problem solving skills. Organization skills to ensure effective quality teaching and learning. Be able to make decisions on operational matters. A

valid driver's license. A qualified assessor or has received such training will be an added advantage.

Job Purpose

- To provide the academic and administration support that will give scarce skills to the youth of the area, that will result in employment and address socio-economic issues, and effective implementation of the College's Occupational Programmes.

Key Responsibilities Areas

- Undertake overall management of the division/section. Guide, support, monitor, and assess the performance of Occupational Qualifications Facilitators. Recruit Learners and manage their induction. Liaise with Campus Managers and ensure the implementation of work distribution and the implementation of programmes. Ensure quality education in the field and adherence to College and QCTO policies. Plan, manage, and monitor Occupational Programme budgets. Manage requisition, distribution, and control of stock for the division/section. Assist with financial planning and financial control of the division/section. Liaise with Learners, parents, and employers. Act as a link between Facilitators, Department, and campus management. Work together with the Head of Department towards the closure of non-conformances. Guide, support, and monitor Facilitators' performance. Consider recommendations from Facilitators for implementation and improvement of performance. Provide support and supervise all Facilitators in the unit. Responsible for the identification and provision of Facilitators' development needs. Serve as a member of committees in the Campus/College as the need may arise. Monitor and Control Facilitators and Learners' attendance by the distribution and submission of registers for capturing. Prepare regular reports on Facilitators' performance. Management of performance appraisal of Facilitators, including annual revision of Job descriptions. Provide, coordinate, and monitor a schedule for class and site visits. Coordinate in-house Facilitators training. Co-ordinate and schedule departmental meetings. Ensure the establishment and effectiveness of the Occupational Qualifications Committee Meetings. Responsible for Research and Development in the department. Develop and implement strategies to enhance Learners' performance and improve assessment results. Coordinate Formative and Summative Assessment and Moderation along with the quality assurers. Manage and supervise the External Integrated Summative Assessment process in the section, including timeous assessment and moderation of assessment. Advise and support campus management regarding the Occupational Qualifications. Develop, review, and monitor the implementation of policies and

procedures in relation to QCTO Learners registration, admission, scheduling, and records. Maintain a comprehensive and up-to-date record of Facilitators. Ensure POE's are done and checked timeously. Planning of Learners 'Work-Based Exposure (WBE) and Facilitators Workplace Integrated Learning (WIL). Communicate with industries/employers for placement of Learners and lecturers. Carry out all other duties, including the administrative duties related to the post. Manage the occupational programmes, entrepreneurship, and strategic projects Facilitators. Developing and implementing plans for occupational learners' enrolment and registration. Administration of the college's occupational programmes, partnerships, and linkages. Uploading learners on College MIS and SETA Indicium. Manage the administration of the learners' timesheets and stipend payments. Administer service providers' claims as per set tranche deliverables. Host employer negotiation for WBE/WIL Placement coordination. Attend SETA Meetings and report to the relevant Manager. Serving as a point of contact for program participants, Facilitators, and external stakeholders, and facilitating communication between them. Maintain and update the database of Learners enrolled in programmes.

Job Qualities

- Able to meet the deadlines and work overtime, including the weekend
- Accuracy, attention to detail, and working under pressure
- Honest, reliable, and have good communication skills
- Keep project record up to date
- Extensive travelling
- Keep and take the minutes of the meeting
- Help set up the project meeting

Essential Skills:

- **Organizational Skills:** Managing multiple tasks, deadlines, and priorities effectively.
- **Communication Skills:** Clearly and effectively communicating with team members and stakeholders.
- **Attention to Detail:** Ensuring accuracy in project documentation and data.
- **Problem-Solving Skills:** Identifying and resolving project-related issues.
- **Technical Skills:** Proficiency in project management software and other relevant tools.
- **Teamwork:** Collaborating effectively with project managers and other team members

Reporting

- The incumbent will report to the respective Head of division at a campus or directly to the Campus Manager programmes and to the Assistant Director Curriculum Implementation- OQ on Skills Occupational Programmes and Projects.