



## MOPANI SOUTH EAST TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani South East Technical and Vocational Education and Training College has a challenging vacancy for dynamic results driven, innovative and sound communicative individuals to join Sir Val Duncan Campus in Namakgale Township.

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### **PERMANENT LECTURING POST (PL2)**

**SALARY NOTCH: R328 953 per annum**

**POST: Senior NATED or Report 191 Engineering X 1 Permanent**

**REF: SVD1/07/2018**

**Requirements:** An appropriate recognized National Diploma or Degree in Electrical/Mechanical or Civil Engineering which includes a teachers' qualification. Three years teaching experience. Knowledge of national examination and assessment policies. A thorough understanding of outcome based assessment and development of guidelines to support teaching and learning. Sound communication skills, interpersonal, planning, problem solving, negotiating and organizing skills. Computer skills are highly recommended. Registered with SACE. A valid driver's licence.

**Key performance areas:** Co-ordinate students, lecturers and administrative process within the section. Ensure implementation of the Campus curriculum as required by legislation. Ensure effective and efficient utilization of resources. Co-ordinate teaching and learning. Co-ordinate all academic activities within the section including management of the time-table, attendance, staff allocation and ordering of textbooks. Monitoring and evaluation of curriculum delivery. Provide professional support to lecturing staff and students. Keep the management abreast of all aspects of academic services and administration in the section. Prepare and manage plans and report on all activities in the section. Manage and supervise assessments and examination processes in the section including marking of scripts, development of question papers and marking guidelines including verification of marks. Ensure adherence to policies on the attendance and submission.

**REQUIRED DOCUMENTS:** Fully completed Z83 indicating the correct reference number, detailed CV, certified copies of qualifications, SACE and ID document. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, SACE, QUOTA WORK PERMIT AND POLICE CLEARANCE.**

**SUBMIT APPLICATIONS TO:** The Principal, Mopani South East TVET College, Private Bag x 01024, Phalaborwa, 1390, or hand deliver the applications to Cnr Combretum and Harlem Street, Phalaborwa, 1390. Applicants are discouraged from sending applications through registered mail as the College will not be responsible for the non-collection of the applications sent through registered mail.

Should you not receive a correspondence from us within two months after closing date, consider your application as unsuccessful. Female applicants with relevant qualifications /requirements will be given preference. The College reserves the right to withdraw any advertised post at anytime as well as the right to verify the qualifications of the recommended candidates prior to issuing of the offer of employment.

**CLOSING DATE: 27 July 2018 AT 10:00**

**Enquiries: Mr Mhlongo FA on 015 781 5721/5.**