



MOPANI SOUTH EAST TVET COLLEGE

“EXCELLENCE IS ALWAYS OUR CHOICE”

Mopani South East Technical Vocational Education and Training College invites applications for Part-time Co-ordinators at Sir Val Duncan and Phalaborwa Campuses.

Coordinators X2 (1 per campus)

Co-ordination will be in the afternoon from 15h00 to 20h00 (Monday to Friday) or Saturdays. The rate will be R300 per session, a session is 03 hours which consist of 01 hour contact with students and 02 hours onsite or offsite for administration work i.e preparation of POE'S, compiling reports and registers.

Requirements: An appropriate Diploma/Bachelor's Degree in Education (Teachers' qualification) plus three years management experience. One year part-time management experience. Knowledge of ICASS Guidelines for Report 191. Knowledge of national examination and assessment policies. Understanding of outcome based assessment and development of guidelines to support teaching and learning. Good communication, interpersonal, planning, problem solving, negotiating and organising skills. Computer literacy and valid driver's license.

Duties: Co-ordinate part-time classes at Phalaborwa and Sir Val Duncan campuses. Ensure implementation of the campus curriculum as required by legislations. Ensure effective and efficient utilization of resources. Co-ordinate teaching and learning. Co-ordinate all academic activities including the management of time-table, attendance and staff allocation. Monitoring and evaluation of curriculum delivery. Provide professional support to lecturing staff and students. Keep management abreast of all aspects of academic services and administration within the section. Prepare and manage plans and report on all activities within the section. Manage and supervise assessments and examination processes in the section including timeously marking of scripts, development of question papers and marking guidelines including verification of marks. Ensure adherence to policies on the attendance and sub-minimum.

Application letters must be submitted and should be accompanied by Curriculum Vitae, Certified copies of qualifications and certified ID. Please forward your applications to: The Principal, Mopani South East Technical Vocational Education and Training College, Private Bag x 01024, PHALABORWA 1390 or Hand deliver to Human Resource Office at Corporate Centre, Corner Combretum and Haarlem Street, Phalaborwa 1390

CLOSING DATE: 01 FEBRUARY 2019

ENQUIRIES: MHLONGO FA ON 015 781 5625