



**MOPANI TVET COLLEGE**  
"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani Technical and Vocational Education and Training College has a Temporary vacancy for dynamic results driven, innovative and sound communicative individuals to join Phalaborwa Campus in Phalaborwa Town.

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**POST: Office Practice and Information Processing Lecturer X 1 Temporary**

**REF: PHL1/02/2023**

**SALARY NOTCH: R221 355 – R489 192 per annum**

**Requirements:** An appropriate recognized National Diploma or Bachelor's Degree with Information Processing and Office Practice as major subjects. Teaching experience in Information Processing and Office Practice will be an added advantage.

**Duties:** Facilitation and assessment of Information Processing and Office Practice. To enhance learning as an active process and be prepared to use a variety of strategies to meet the subject and learning outcomes of the curriculum. To create and maintain a classroom environment that stimulates positive learning and actively engages students in the learning process. Management of students' records as well as all assets allocated to the classroom. Analyse and report on student performance to management. Liaise with students, parents, and other stakeholders. Support student development.

**REQUIRED DOCUMENTS:** Fully completed New Z83 form indicating the correct reference number, detailed CV, certified 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 TVET College, Private Bag x 01024, Phalaborwa, 1390, or hand deliver the applications to Cnr Combretum and Haarlem Street, Phalaborwa, 1390. The College reserves the right to withdraw any advertised post at any time as well as the right to verify the qualifications of the recommended candidates prior to issuing of the offer of employment. 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.

**CLOSING DATE: 01 March 2023 AT 12:00**

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