



MOPANI TVET COLLEGE
"EXCELLENCE IS ALWAYS OUR CHOICE"

INTERNAL ADVERTISEMENT

RE-POST: ONLINE BLENDED LEARNING CO-ORDINATOR

REF: SVD1/11/2024

REF: PHL 1/11/2024

Requirements: A recognized 3 – year Diploma/bachelor's degree or equivalent qualification. Professional qualification in education. A Certificate in Instructional Designs Tools for e-Learning will be an added advantage. A minimum of 2 year's actual and appropriate experience in teaching. Proficiency on working with learning management systems (LMS). Good communication and report writing skills. Ability to analyze and, interpret policies and develop guidelines to support on campus. A SACE certificate is essential. Preference will be given to lecturers with less load.

Duties: Develop and execute a comprehensive strategy for blended and online learning programs in alignment with the college's educational objectives. Collaboration with faculty to design engaging online courses and instructional materials that fosters active learning and student engagement. Provide guidance and training to educators on the best practices for integrating technology into teaching methodologies. Oversee the selection and utilization of learning management systems and other educational technologies. Monitor the effectiveness of online programs through the data analysis and evaluation, making recommendations for continuous improvement. Working closely with faculty, administrative staff, and technical teams. Ensure the seamless integration of technology – enhanced learning methods into the curriculum. Monitor the implementation blended and online teaching and learning. Onboarding of students on the LMS.

REQUIRED DOCUMENTS: Fully completed New Z83 form indicating the correct reference number, detailed CV, certified of qualifications, and ID document. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, 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. Should you not receive a correspondence from us within two months after closing date, consider your application as unsuccessful. 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: 06 December 2024 AT 12:00

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