



MOPANI TVET COLLEGE
"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani Technical and Vocational Education and Training College has Edu-distance vacancies for dynamic results driven, innovative and sound communicative individuals to join Sir Val Duncan Campus in Namakgale Township and Phalaborwa Campus in Phalaborwa in Town.

POST: EDU-DISTANCE CO-ORDINATOR: (NATED & NCV)

REF: SVD1/01/2025

REF: PHL 1/01/2025

Requirements: Bachelor's degree or National Diploma in Education. At least three (3) years teaching experience. Supervisory or management experience will be an added advantage. Knowledge of National Examination and Assessment of policies. Knowledge of ICASS Guidelines for Report 191. Understand the outcome-based assessment and development of guidelines to support teaching and learning. Good communication, interpersonal, planning, problem solving, negotiating, and organizing skills. Computer literacy skills. A valid driver's license.

Duties: Co-ordinate part-time classes at Sir Val Duncan campus or Phalaborwa campus. 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 including the management of timetable, attendance, and staff allocation. Monitoring and evaluation of curriculum delivery for Edu-distance. Provide professional support to lecturing staff and students for Edu-distance. Keep the management abreast of all aspects of academic services and administration for Edu-distance. Prepare and manage plans and reports on all activities in the Edu-distance. Manage and supervise assessments and examination processes in the Edu-distance including timeously marking of scripts, development of question papers, and marking guidelines including verification of marks. Ensure adherence to policies on attendance subminimum.

Required Documents: Fully completed New Z83 Form indicating correct reference number, detailed CV, copies of qualifications 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 Harlem Street, Phalaborwa, 1390. Should you not receive a correspondence from us within two months after the 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: 24 January 2025 AT 12:00

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