

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (uMFOLOZI TVET COLLEGE)

<u>APPLICATIONS</u>	:	uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
<u>CLOSING DATE</u>	:	26 April 2018 at 13:00
<u>NOTE</u>	:	Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za , from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records/statement of results, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

OTHER POSTS

<u>POST 14/06</u>	:	<u>NCV ENGINEERING RELATED DESIGN LECTURER, REF NO: 2018/018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R185 769 – R211 617 per annum plus benefits as applicable in the Public Sector Mandeni Campus A relevant recognised Mechanical Engineering Diploma/Degree with specialisation in welding. Must be able to teach all Engineering Related Design subjects for L2 to L4. Advantageous: Assessor/Moderator qualifications. 2 years relevant teaching/training-related experience. A recognised teaching qualification. Valid driver's licence.
<u>DUTIES</u>	:	Teach students in classroom or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons and produce materials such as typed notes, diagrams and any consumables for use in teaching. Maintain student attendance registers and produce students' progress reports. Monitor and report on student engagement and responsiveness to teaching activities. Assess students by setting and marking assessments and evaluating completed projects. Participate in subject related assessment and moderation committees. Maintain all assessment records of students' progress and performance. Maintain registers of all textbooks/tool allocations and check returned textbooks. Submit annual and term estimates of material needs. Comply with all registration, assessment and other data entry. Maintain up-to-date knowledge of industry trends in subject area. Maintain and revise instructional material based on current industry trends. Represent the subject area at "open days" and other promotional events. Support students on an individual basis through academic or personal difficulties and liaise with other professional within the Student Support function as needed. Manage students'

	:	behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.
<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532
<u>POST 14/07</u>	:	<u>NCV AND REPORT 191 MECHANICAL ENGINEERING LECTURER, REF NO: 2018/019</u>
<u>SALARY</u>	:	R185 769 – R211 617 per annum plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Esikhawini Campus
<u>REQUIREMENTS</u>	:	A relevant recognised three-year diploma/ degree (REQV13). Must be able to teach all Mechanical Engineering subjects for N1 to N6 and L2 to L4. Advantageous: Assessor/Moderator qualifications. 2 years relevant teaching/training-related experience. A recognised teaching qualification. Valid driver's licence.
<u>DUTIES</u>	:	Teach students in classroom or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons and produce materials such as typed notes, diagrams and any consumables for use in teaching. Maintain student attendance registers and produce students' progress reports. Monitor and report on student engagement and responsiveness to teaching activities. Assess students by setting and marking assessments and evaluating completed projects. Participate in subject related assessment and moderation committees. Maintain all assessment records of students' progress and performance. Maintain registers of all textbooks/tool allocations and check returned textbooks. Submit annual and term estimates of material needs. Comply with all registration, assessment and other data entry. Maintain up-to-date knowledge of industry trends in subject area. Maintain and revise instructional material based on current industry trends. Represent the subject area at "open days" and other promotional events. Support students on an individual basis through academic or personal difficulties and liaise with other professional within the Student Support function as needed. Manage students' behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.
<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532
<u>POST 14/08</u>	:	<u>NCV AND REPORT 191 CIVIL ENGINEERING LECTURER, REF NO: 2018/020</u>
<u>SALARY</u>	:	R185 769 – R211 617 per annum plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Esikhawini Campus
<u>REQUIREMENTS</u>	:	A relevant recognised three-year diploma/ degree (REQV13). Must be able to teach all Civil Engineering subjects for N1 to N6 and L2 to L4. Advantageous: Assessor/Moderator qualifications. 2 years relevant teaching/training-related experience. A recognised teaching qualification. Valid driver's licence.
<u>DUTIES</u>	:	Teach students in classroom or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons and produce materials such as typed notes, diagrams and any consumables for use in teaching. Maintain student attendance registers and produce students' progress reports. Monitor and report on student engagement and responsiveness to teaching activities. Assess students by setting and marking assessments and evaluating completed projects. Participate in subject related assessment and moderation committees. Maintain all assessment records of students' progress and performance. Maintain registers of all textbooks/tool allocations and check returned textbooks. Submit annual and term estimates of material needs. Comply with all registration, assessment and other data entry. Maintain up-to-date knowledge of industry trends in subject area. Maintain and revise instructional material based on current industry trends. Represent the subject area at "open days" and other promotional events. Support students on an individual basis through academic or personal difficulties and liaise with other professional within the Student Support function as needed. Manage students' behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.
<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532

POST 14/09 : **NCV AND REPORT 191 ELECTRICAL ENGINEERING LECTURER, REF NO: 2018/021**

SALARY : R185 769 – R211 617 per annum plus benefits as applicable in the Public Sector

CENTRE : Esikhawini Campus

REQUIREMENTS : A relevant recognised three-year diploma/ degree (REQV13). Must be able to teach all Electrical Engineering subjects for N1 to N6 and L2 to L4. Advantageous: Assessor/Moderator qualifications. 2 years relevant teaching/training-related experience. A recognised teaching qualification. Valid driver's licence.

DUTIES : Teach students in classroom or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons and produce materials such as typed notes, diagrams and any consumables for use in teaching. Maintain student attendance registers and produce students' progress reports. Monitor and report on student engagement and responsiveness to teaching activities. Assess students by setting and marking assessments and evaluating completed projects. Participate in subject related assessment and moderation committees. Maintain all assessment records of students' progress and performance. Maintain registers of all textbooks/tool allocations and check returned textbooks. Submit annual and term estimates of material needs. Comply with all registration, assessment and other data entry. Maintain up-to-date knowledge of industry trends in subject area. Maintain and revise instructional material based on current industry trends. Represent the subject area at "open days" and other promotional events. Support students on an individual basis through academic or personal difficulties and liaise with other professional within the Student Support function as needed. Manage students' behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

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