



LEPHALALE TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING POSITIONS:

Post: Lecturer: Business Studies PL1 - Ref: leptvet 07/2023, - Lephalale Campus R221 355/ R292 764 per annum plus benefits - Permanent (Persal Appointment)

Minimum Requirements:

*Senior Certificate/ National Senior Certificate or NCV Level 4 Certificate plus a recognized Degree/ Diploma in Business Studies majoring in Office Practice and Personnel Management plus teaching qualification. Assessor and Moderation certificates will be an added advantage. *Good communication skills, organizing, good administrative skills, ability to plan and deliver lessons. Ability to engage the students in a professional manner as well as promoting a conducive learning environment. Must be computer literate and valid SACE Registration.

Responsibilities:

*The successful candidate will be expected to prepare lesson plans and teach students in compliance with the College Annual Academic Plan, Time- Table and College Quality Management System. *Must be able to teach Office Practice Level 2 – 4, Human Resource Management related subject of Report 191 such as Personnel Training N6 and Labour Relations N6. *Set and moderate assessment (Pre and post moderation). *Assess students, maintain assessment records and capture marks electronically in compliance with College policies and procedures.

*Monitor students' performance and provide critical feedback in an objective and professional manner. Create conducive classroom environment and ensure efficient classroom management and students discipline.

NB: All applications must be forwarded to The Principal, Lephalale TVET College, Private Bag X210, Lephalale, 0555 or be hand delivered to Lephalale TVET College (Central Office), Corner Nelson Mandela and Ngoako Ramathodi Drives, Onverwacht, Lephalale, 0557. Applications must be submitted on a new Z83 Form (duly completed and signed) obtainable on the internet at www.gov.za/documents and must be accompanied by a detailed Curriculum Vitae with three (3) contactable referees. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). It is our intention to promote representivity (race, gender and disability) through the filling of these positions. If you do not receive any response within (3) three months after the closing date of this advertisement, kindly accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/ study verification and previous employment verification). Applications received after the closing date will not be considered.

Enquiries: Mr PM Mphethi / Ms MN Morena – 014 763 2252 Extension 1033/1034.

Lephalale TVET College reserves the right to withdraw any of the above positions.

CLOSING DATE: 04 MAY 2023 @16h00