



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: Education Specialist PL2: Fundamentals - Ref: leptvet 04/2023, - Lephalale Campus R364 599 per annum plus benefits - Permanent (Persal Appointment)

Minimum Requirements:

*Senior Certificate/ National Senior Certificate or NCV Level 4 Certificate plus relevant three (3) years Diploma/ Degree or equivalent qualification majoring in English. *A recognized Teacher's qualification. *A minimum of 3 years' teaching/ lecturing experience in fundamental subject (English). *Sound knowledge of TVET Sector. *Must have a sound knowledge of NC (V) learning programmes. *Good communication skills, interpersonal skills, planning and execution, ability work independently and under pressure. *Must be a qualified Assessor and Moderator. *Computer Literacy. *Valid SACE Registration and Driver's Licence.

Responsibilities:

*Planning of the work allocation in the division and assist with compilation of the Campus time table. *Manage the performance of lecturers in the division. *Monitoring of PoAs, Subject Files, PoEs and class attendance of students and lecturers. *Manage and control submission of assessment tasks, students' marks (including verifications) and ICASS marks as per the academic plan of the College and DHET. *Assist with student registrations and inductions. *Set and moderate assessment tasks, check the quality of assessments tasks administered in the division. *Compile own PoA, Subject File and other related documentation. *Supervise marking and moderation of internal and external examination scripts. *Compile and submit reports as and when required. *Monitor and supervise staff. *Perform any other duties attached to the post.

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