



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.

Lecturer: Computer Practice & Office Data Processing Post Level 1, Ref: leptvet 04/2020 Modimolle Campus R211 098 / R279 198 per annum plus 37% in lieu of benefits – Five (5) months Fixed Contract

Requirements:

Grade 12/ NCV Level 4 Certificate plus an appropriate Bachelor's Degree/National Diploma majoring in Office Data Processing and Information Processing. Advanced Computer Literacy. A teaching qualification, Assessor and Moderator certificates will be an added advantage. Practical experience in specific aspects of the subject fields as well as the ability to do practicals will be an added advantage and the successful candidate must be registered with SACE.

Responsibilities:

The successful candidate will be required to lecture Office Data Processing Level 2 & 3 and Computer Practice N4 – N6. Set tests, assignments and all other assessments. Invigilate internal and external exam. Mark all students' activities, tests, internal and external examinations where needed. Monitor all class activities. Compile lecturer's POA and ensure all students in your groups comply with POE requirements. Comply with deadlines for the submission of marks and verifications. Assist with student registration.

CLOSING DATE: 10 August 2020 at 16h00.

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 Drive, Onverwacht, Lephalale, 0557.

Submit a Z83 form (Application for Employment in the Public Service obtainable from any Government department), and a comprehensive CV accompanied by certified copies (not older than three months) of qualifications and ID copy. Please quote the relevant reference number. No faxed or e-mailed applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skill/knowledge test. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful.

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

Enquiries: Mphethi Potego / Mabje Amos – 014 763 2252 Extension 220/261.