



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING COLLEGE
EDUCATION OF DISTINCTION

INTERNAL RE-ADVERT (Acting)

South West Gauteng College hereby request applications of prospective candidates for the following post based at the George Tabor Campus:

Job Title: Senior Lecturer NC (V) English First Additional Language. **(Acting).**

Ref no: GT/AEFAL/2/2023

Job Requirements:

- ✓ A 3-year recognized teaching qualification (REQV 13) with English as major subject.
- ✓ 3-year teaching experience.
- ✓ Registration with SACE (**South African Council of Educators**).
- ✓ Knowledge of the legislative frame work, FETC Act as amended, NQF Act, LRA, BCEA and SDA as amended.

Main objectives and key functions

- Oversee the development of division in the campus. Supporting Campus and rendering professional assistance in capacity building related to learning, teaching and assessment of division subjects in all levels.
- Co-ordination of Curriculum and Assessment structures for your division.
- Co-ordination of the development of learning materials, development of Performance Assessment Tasks and Assessment Tasks.
- Be responsible for the effective functioning of the department and organize relevant curricular activities so as to ensure that the subject, learning area or phase and the education of the learners are promoted in a proper manner.
- Assess and record the attainment of learners taught
- Assist with planning and management of text books, equipment, etc.
- Manage and monitor curriculum activities for NC(V) programmes
- Organize experiential learning and teaching, including excursions for students
- Report on and account for student performance in his/her programme(s)
- Perform other relevant duties within the ambit of teaching and learning.
- Cooperate with colleagues in order to maintain good learning and teaching standard and progress among the learners and to foster administrative efficiency within the subject or programme and the college.
- Collaborate and network with educators of other colleges in developing the subject or programme and conducting extra-curricular activities.
- To meet parents and guardians to discuss with them the progress, attendance and conduct of their children.
- To participate in subject or programme professional committees, seminars and workshops in order to contribute to and / or update professional views and standards.
- Closely advice, assess and moderate all ICASS, CAT and ISAT activities in the department.

- Cooperate with further and higher education institutions in relation to learner' records and performance and career opportunities.

Skills required

- ✓ Good problem-solving and advanced computer skills.
- ✓ Good verbal and written communication and interpersonal skills.
- ✓ Good decision making, escalate issues if necessary.
- ✓ Analytical and do follow ups.
- ✓ Be able to work under pressure be able to work within a team.

NB! Closing date: 07 November 2023 at 16H00.

Applications should be sent at the Head Office and please use the new Z83 and it must be accompanied by updated CV, Certified Copies of ID, SACE and Qualifications with Transcripts.

The College reserves the right not to fill the advertised posts.

Any applications received after the above-mentioned date will not be considered.

Enquires: Ms. Mmatshupo Santho and Ms. Lerato Kekana Tel: 010 141 1000 at EXT 1035 and 1038, respectively.

Note: All costs incurred due to your application and interviews will be at your own expense.

Applications for the above positions should be hand delivered or posted to the address below: **(HR Office)**
South West Gauteng TVET College | 1822a Molele Street | Cnr Koma Road, Molapo | Soweto