



## VACANCY ADVERTISEMENT: EXTERNAL

Thekwini TVET College invites suitably qualified and experienced individuals to apply for the following posts available in Durban.

- 1. Facilitator & Assessor: End User Computing X1**  
**3 Months Contract**  
**Skills Unit (NSF Project)**  
**Ref: SK 01/10/2020**  
**Notch: R211 731 PA (PL1)**

**Requirements:** •Matric or equivalent •A relevant M+3 teaching qualification or End User Computing Qualification at NQF Level 3 plus Assessor certificate •Be a Constituent Assessor with MICT SETA •Ability to communicate effectively (verbal and written) in isiZulu and English •Interpersonal skills and team work •Ability to work under pressure to meet deadlines •Advanced computer skills (including MS Word, Ms. Excel and Ms. PowerPoint & outlook) •1 year work experience is recommended •Code 8 Drivers licence

**Key Result areas:** • Teaching and Learning • Assessments & re- assessments •Submit progress reports & monthly report • Building portfolio of evidence for each learner •Submit close out reports •Prepare and print learning material •Upload learner results in the SETA management system

- 2. Part Time Lecturing Posts (PL1)**

**Business Studies: Report 191 - Semester 1 & 2**

**Hours: N4-N6 Maximum 50 hours allocated per semester**

**Engineering Studies: Report 191 - Trimester 1, 2 & 3**

**Hours: N1-N3 Maximum 60 hours allocated per trimester**

**N4-N6 Maximum 66 hours allocated per trimester**

**Salary: N1- N3 Programmes R238.88 per hour (Total Cost)**

**N4 - N6 Programmes R282.89 per hour (Total Cost)**

**Requirements:**• Matric or equivalent •A relevant qualification (REQV13) •Teaching qualification •SACE registration •Sound subject knowledge and work-related applications •Computer Literacy •Customer care; leadership skills; assertiveness; good record keeping and administrative skills; be a team player, have passion for learning and teaching; as well as good communication and interpersonal skills.

**Key Result Areas:** •Assist with enrolment, registration and induction of students •Teaching and learning delivery •Assess and evaluate student progress •Monitor student attendance register •Maintain student attendance and performance records •Creating classroom environment conducive to teaching and learning •Provide feedback to students regarding their performance and progress •Invigilation duties.

Part-Time lecturing posts are for the 2021 academic year. The programmes are to be offered by the College on part-time basis (classes run on week days in the afternoon and or on weekends).

Post	Level	Campus	Ref. No.
Electrical Engineering	N1 - N3	Melbourne	MEL 01/12/2020
Electrical Engineering	N4 - N6	Melbourne	MEL 02/12/2020
Civil Engineering	N1 - N3	Melbourne	MEL 03/12/2020
Civil Engineering	N4 - N6	Melbourne	MEL 04/12/2020
Public Management	N4 - N6	Centec	CEN 01/12/2020
Financial Management	N4 - N6	Centec	CEN 02/12/2020
Travel and Tourism	N4 - N6	Centec	CEN 03/12/2020
Hospitality and Catering Services	N4 - N6	Centec	CEN 04/12/2020
Boiler Making	N1 - N3	Springfield	SPR 01/12/2020
Motor/diesel Mechanics	N1 - N3	Springfield	SPR 02/12/2020
Fitting and Turning	N1 - N3	Springfield	SPR 03/12/2020
Mechanical Engineering	N4 - N6	Springfield	SPR 04/12/2020
Electrical Engineering	N1 - N3	Springfield	SPR 05/12/2020
Electrical Engineering	N4 - N6	Springfield	SPR 06/12/2020
Marketing	N4 - N6	Springfield	SPR 07/12/2020
Public Relations	N4 - N6	Springfield	SPR 08/12/2020
Business Management	N4 - N6	Springfield	SPR 09/12/2020
Educare	N4 - N6	Springfield	SPR 10/12/2020

**CLOSING DATE AND TIME: TUESDAY, 15 DECEMBER 2020**

### **TO BE INCLUDED IN THE APPLICATION:**

- Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document)), which must be completed in full, originally signed and dated by the applicant. **NB: All parts of the Z83 form must be filled in full, including sections where the form states that “please ignore if you have attached a CV with these details”.** •Applications must be accompanied by a covering letter clearly indicating experience in the post applying for, a detailed Curriculum Vitae **indicating subjects and level(s) taught** •Certified Copies of Qualifications and **Academic Record indicating subjects passed**, Identity Document, and Drivers Licence (where applicable). **NB:** All document certification dates must be within six months of the application closing date. • A certified copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications.

### **IMPORTANT:**

- Thekwini College is an equal opportunity employer •The College reserves the right not to make an appointment in these positions. •Correspondence will be limited to short-listed candidates only. •All successful candidates will be subjected to qualifications verification before appointment •Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

### **APPLICATION SUBMISSION:**

Please apply through [www.pnet.co.za](http://www.pnet.co.za)

**We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Pnet website and upload all documents required per advert.**

### **ENQUIRIES:**

For **Part Time Business Studies** - Mr Thabani Xaba (031 250 8228)

For **Part Time Engineering Studies** - Ms Siyethemba Ndwandwe (031 250 8402)

For **Skills Facilitator** – Ms Catri Gugulethu Sibiya (031 250 8418)