



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**NORTHERN CAPE  
URBAN TVET  
COLLEGE**

## THE NORTHERN CAPE URBAN TVET AWAITS APPLICATIONS FROM SUITABLY QUALIFIED PERSONS FOR THE FOLLOWING FIXED TERM POSTS:

**POST: LECTURER**

**POST LEVEL: 1**

**SALARY: REQV 13 - R213 213, 00 pa, REQV14 – R279 198, 00**

**DURATION: 6 MONTHS**

**REFERENCE NO: [NCUTVET/DHET 2020/14](#)**

- **HUMAN RESOURCE MANAGEMENT**

**REFERENCE NO: NCUTVET/DHET 2020/14/2**

**MAJOR SUBJECTS:**

Labour Relations, Personnel Training, Entrepreneurship, Business Management, Marketing Management, Management Communication

- **PUBLIC MANAGEMENT**

**REFERENCE NO: NCUTVET/DHET 2020/14/5**

**MAJOR SUBJECT:**

Public Management, Entrepreneurship, Business Management

- **MANAGEMENT ASSISTANT**

**REFERENCE NO: NCUTVET/DHET 2020/14/6**

**MAJOR SUBJECT:**

Office Practice, Information Processing, Communication and English

### MINIMUM REQUIREMENTS:

- 3 year qualification in teaching and specialization in specific subject field.
- Computer literate
- Extensive knowledge and utilization of visual platforms
- SACE Registered

### RECOMMENDATIONS:

- Must be able to work under pressure
- Excellent communication skills
- Must be able to work independently
- Willingness to travel attend to attend meetings and trainings/workshops
- Knowledge of Lecturer Support System - Advantageous

## KEY PERFORMANCE AREA (DUTIES):

- Record keeping of student attendance
- Compilation of student Portfolio of Evidence (POE)
- Monthly reporting to supervisor
- Quality assurance of all assessments pertaining to the subject they are responsible for.
- Ensure that Integrated Continuous Assessment (ICASS) and Integrated Summative Assessment Task (ISAT) of the subject you are responsible for at the College is implemented.
- Ensure that the correct version of Subject Guidelines, Assessment Guidelines, Syllabi and ISATs are utilized in the subject
- Research and drive innovative ways to improve teaching and learning in the specific subject
- Attend subject meetings cross campus/colleges meetings and workshops when required
- Responsible and accountable for the **recording, capturing** and **verification** of the Integrated Continuous Assessment (ICASS) and Integrated Summative Assessment (ISAT) marks of the students.
- Work Schemes planning and implementation
- Quality teaching and progress reports

**APPLICATIONS:** Email your applications to the following Email – Address [vacancies@ncutvet.edu.za](mailto:vacancies@ncutvet.edu.za). **Note that only emailed applications will be considered**

**CLOSING DATE:** **21 December 2020**, applications received after the closing date, faxed or emailed applications will not be considered.

**NOTE:** Applications for all fix term post must be submitted on College external application form which can be downloaded from our webpage on the internet <http://ncuweb.ncutvet.edu.za> which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications (**transcript of results**), Driver's license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. **The College has the right to withdraw and /or amend adverts for post(s) and retains the right not to fill the post (s) as determined by the delegated authority.**

The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with shortlisted applicants.

**IF NO RESPONSE IS RECEIVED WITHIN 3 MONTHS AFTER THE CLOSING DATE, PLEASE REGARD YOUR APPLICATION AS UNSUCCESSFUL.**

**ENQUIRIES: Ms E Mokokong**  
**TEL NO: 053 839 2099/74**