



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**NORTHERN CAPE
URBAN TVET
COLLEGE**

ADVERTISEMENT OF NORTHER CAPE URBAN COLLEGE POST:

THE NORTHERN CAPE URBAN TVET AWAITS APPLICATIONS FROM SUITABLY QUALIFIED PERSONS FOR THE FOLLOWING DEPARTMENTAL PERMANENT POSTS:

HEAD OF DEPARTMENT BUSINESS STUDIES X 1 POST

HEAD OF DEPARTMENT ENGINEERING STUDIES X 2 POSTS

SENIOR LECTURER – FINANCE X 1 POST

SENIOR LECTURER – MATHS + MATHS LITERACY NCV + PLP X 1 POST

SENIOR LECTURER – BUSINESS MANAGEMENT X 1 POST

SENIOR LECTURER - TOURISM X 1 POST

SENIOR LECTURER – SAFETY IN SOCIETY X 1 POST

SENIOR LECTURER – TRANSPORT & LOGISTICS X 1POST

LECTURER PL1 – BUSINESS MANAGEMENT X 3 POSTS

LECTURER PL1 – MARKETING X 1 POST

LECTURER PL1 – TOURISM X 2 POSTS

LECTURER PL1 – TRANSPORT & LOGISTICS X 2 POST

LECTURER PL1 – SAFETY IN SOCIETY X 2 POSTS

LECTURER PL1 – INFORMATION TECHNOLOGY X 1

LECTURER PL1 – PLATERS/BOILERMAKER X 1 POST

For more information, please refer to the College website www.ncutvet.edu.za

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



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APPLICATIONS INSTRUCTION: Application must be submitted on form **Z83 obtainable from any public service department** or on the internet at www.gov.za/documents, 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

Email your applications to the following Email – Address vacancies@ncutvet.edu.za. **Note that only electronically submitted applications will be considered.**

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



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POST: HEAD OF DEPARTMENT BUSINESS STUDIES x 1 POST

POST LEVEL: 3

SALARY: R414 003, 00 pa

REFERENCE NO: NCUTVET/DHET 2020/12

MINIMUM REQUIREMENTS:

- Three year qualification and specialization in the specific subject
- Education I,II,III
- 5 years' experience in TVET sector
- Five year teaching experience of which two should be at supervisory level
- Extensive knowledge and utilization of visual platforms
- Comprehensive knowledge of the TVET Sector and relevant legislation governing the sector.
- Must be a qualified assessor and moderator
- Must have a valid driver's license

RECOMMENDATIONS:

- Must be able to work under pressure
- Excellent communication skills
- Must be able to work independently
- Willingness to travel to attend meetings, trainings and workshops
- Integrity and Reliability
- Innovativeness
- Responsiveness
- Professionalism
- Ethical, moral conduct

CORE DUTIES

- Coordination and ensure that prelims are checked, signed by students.
- Ensure that information of students captured is correct, verified and application forms are securely stored.
- Training and orientation of academic staff regarding academic programmes offered
- Manage and oversee academic staff during registration (hours and tasks)
- Handle special enquiries during registration in cooperation with Campus
- Manager/Oversee the smooth running of the examinations and assessment cycles working closely with Campus Managers.
- Monitor examinations on Campus in the planning and preparations
- Ensure that subject meetings, class visits are conducted as planned.
- Loading of timetable on College database
- Monitor POE'S ,POA'S ,Assessments and subject files
- IQMS OF Senior lecturers and lecturers

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POST: HEAD OF DEPARTMENT ENGINEERING STUDIES x 2 POSTS

POST LEVEL: 3

SALARY: R414 003, 00 pa

REFERENCE NO: NCUTVET/DHET 2020/11

MINIMUM REQUIREMENTS:

- National Diploma Engineering + Three year teachers qualification
- 5 years' experience in TVET sector
- Five year teaching experience of which two should be at supervisory level
- Comprehensive knowledge of the TVET Sector and relevant legislation governing the sector.
- Related industry experience in civil /electrical / mechanical
- A qualified artisan would be added advantage
- Must be a qualified assessor and moderator
- Must have a valid driver's license

RECOMMENDATIONS:

- Must be able to work under pressure
- Excellent communication skills
- Must be able to work independently
- Willingness to travel to attend meetings and trainings
- Integrity and Reliability
- Innovativeness
- Responsiveness
- Professionalism
- Ethical, moral conduct

CORE DUTIES

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POST: LECTURER

POST LEVEL: 1

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

REFERENCE NO: NCUTVET/DHET 2020/14

- **BUSINESS MANAGEMENT:**

REFERENCE NO: NCUTVET/DHET 2020/14/1

MAJOR SUBJECTS:

Cost & Management Accounting & Introductory Accounting, Financial Accounting, Computerise Financial System, Computer Practice, Entrepreneurship and Business Management

- **MARKETING MANAGEMENT**

REFERENCE NO: NCUTVET/DHET 2020/14/3

MAJOR SUBJECT:

Marketing Management, Entrepreneurship, Business Management, Economics, Management Communication

- **TOURISM**

REFERENCE NO: NCUTVET/DHET 2020/14/4

MAJOR SUBJECTS:

Tourism Communication, Travel Office Procedures, Travel Services, Travel Destinations, Travel Communication, Management Communication,

- **TRANSPORT & LOGISTICS**

REFERENCE NO: NCUTVET/DHET 2020/14/7

MAJOR SUBJECTS:

Transport Operations, Freight Logistics, Mathematics,

- **SAFETY IN SOCIETY**

REFERENCE NO: NCUTVET/DHET 2020/14/8

MAJOR SUBJECTS:

Criminal Justice, Law, Introduction to Governance, Introduction to Policing, Mathematical Literacy,

- **INFORMATION TECHNOLOGY**

REFERENCE NO: NCUTVET/DHET 2020/14/9

MAJOR SUBJECTS:

Information Computer Technology, Electronics, Introductory to System Development, Introductory information Systems, Multi Media



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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

ENQUIRIES: Ms E Mokokong
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POST: SENIOR LECTURER X 6 POSTS

POST LEVEL: 2

SALARY: R347 703, 00 pa

REFERENCE NO: NCUTVET/DHET 2020/13

- **FINANANCE**
REFERENCE: NCUTVET/DHET 2020/13/1
- **MATHS+ MATH LITERACY NCV + PLP**
REFERENCE: NCUTVET/DHET 2020/13/2
- **BUSINESS MANAGEMENT**
REFERENCE: NCUTVET/DHET 2020/13/3
- **TOURISM**
REFERENCE: NCUTVET/DHET 2020/13/4
- **SAFETY IN SOCIETY**
REFERENCE: NCUTVET/DHET 2020/13/5
- **TRANSPORT & LOGISTICS**
REFERENCE: NCUTVET/DHET 2020/13/6

MINIMUM REQUIREMENTS:

- Three year qualification and specialization in the specific subject field
- 3 years' experience in education
- Computer Literacy
- Extensive knowledge and utilization of visual platforms
- Assessor and moderator
- Valid Driver License
- Experience in TVET sector is an added advantage

RECOMMENDATIONS:

- Demonstrate supervisory qualities
- Must be able to work under pressure
- Excellent communication skills
- Willingness to travel to attend meetings, trainings and workshops

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- Work irregular hours

CORE DUTIES:

- Assist with the registration of students and student induction procedures
- Management and control lecturers in the faculty including regular monitoring as per academic year plan
- Management of leave of lecturers in the faculty
- Planning of lecturer work allocation in the faculty
- Assist the faculty Head with the compilation of the timetable
- Manage attendance records, assessment, tests and year marks and all related duties
- Maintain discipline among students and lecturers
- Prepare and manage Assessment files, Subject files, POA'S and POES.
- Report on monthly basis to the faculty head on the prescribed format
- Liaise with students and parents

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POST: LECTURER – ENGINEERING STUDIES

POST LEVEL: 1

SALARY: REQV 13 - R213 213, 00 pa, REQV14 – R279 198, 00 (+37% IN LIEU OF BENEFITS)

REFERENCE NO: NCUTVET/DHET 2020/15

MAJOR SUBJECTS:

- **Platers Drawing, Platers Trade Theory ,Engineering Science, Engineering Mathematics**

MINIMUM REQUIREMENTS:

- National Diploma in Engineering Platers/Boilermaker
- 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)
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- Work Schemes planning and implementation
- Quality teaching and progress reports

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