



SEDIBENG TVET COLLEGE  
"GROW WITH THE FLOW"

## ADVERT

### INVITATION TO APPLY FOR TEMPORARY LECTURING POSTS

Sedibeng TVET College hereby invites applications from suitably qualified persons to be in the database for 2022 Temporary Replacement Posts of the College when and should the need arise. The following posts will be filled according to the CET Act No. 16 of 2006 (as amended).

#### BUSINESS STUDIES NCV & NATED

##### Computer Related Subjects (Ref: 18/2022)

##### Computer Practice/ Information Processing N4-N6 Life Skills & Computer Literacy/ Office Data Processing Level 2 – Level 4

#### Duties of a lecturer

To engage in class teaching/ lecturing, which will foster a purposeful progression in learning and consistent with the learning areas and programmes of subjects.

- To be a class lecturer.
- To prepare lessons taking into account orientation, regional courses, new approaches, techniques, evaluation, aids, etc. in their field.
- To take on a leadership role in respect of the subject, learning area or phase, if required.
- To plan, co-ordinate, control, administer, evaluate and report on students' academic progress.
- To recognise that learning is an active process and be prepared to use a variety of strategies to meet the outcomes of the curriculum.
- To establish a classroom environment which stimulates positive learning and actively engages students in the learning process.
- To consider and utilise the students' own experiences as a fundamental and valuable resource.

#### EDUCATIONAL MINIMUM REQUIREMENTS: TEMPORARY LECTURING POSTS

Requirements : Minimum requirements for PL 1 posts in **Business Studies Program (NCV & Report 191/Nated)**: Degree/ Diploma in Office Management Technology/Computer Application Technology or equivalent and a teachers' qualification (E.g. PGCE or PGHET)

#### General Instructions:

1. The College is an equal opportunity affirmative action employer and reserves the right not to fill the advertised posts.
2. The successful candidates will be expected to sign a fixed employment contract.
3. The completed application forms, visit [www.sedcol.co.za/jobs/application:Lecturer](http://www.sedcol.co.za/jobs/application:Lecturer) OR [www.mysedcol.co.za/jobs/application:Lecturer](http://www.mysedcol.co.za/jobs/application:Lecturer) and complete the application.

4. No hand delivered applications will be considered.
5. An application letter clearly indicating the reference number and the program an applicant is applying for.
6. A comprehensive Curriculum Vitae and recently certified copies (not older than three months) of all relevant qualifications and transcripts (Academic records) which includes Grade 12, ID document and SACE Certificate.
7. The successful candidates will be expected to bring original certified copies and a signed Z83 when invited to interviews

**Enquiries:** Ms. Tumi Marokane (016) 420 2540 Or Email: [tumi@sedcol.co.za](mailto:tumi@sedcol.co.za)

Communication will only be entered into with short-listed candidates and the successful applicant. Applications should please note that appointment are only done as and when the vacant posts become available.

**Closing Date: 12 July 2022**