



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Umgungundlovu TVET College is pleased to offer opportunities to unemployed graduates to lecture within the Business Studies Part-time entry level subjects.

Our college through the Part-time division, provides flexible study opportunities for adult students to participate in formal education.

Therefore, in preparation for semester two (2) 2024, the college will require Business Studies Part-Time lecturers who will teach NATED subjects offered by the college on a Part-Time basis.

Applications in the form of Z83 application form (obtainable from all government departments), should give indication and reference numbers of subjects being applied for and attach a comprehensive Curriculum Vitae.

All employees will be required to apply for any new opportunity.

Subjects are as follows:

Subject (s)	Course	Level	Lecture days	Reference
Communication	Management Assistant	N4	Wednesdays	Comm4a1
Financial Accounting	Financial Management	N4	Mondays	FinAcc4a1
Intro Accounting	Business Management	N4	Mondays	BusMan4a1
Office Practice	Management Assistant	N4	Mondays	OffPrac4a1
Personnel Management	Human Resources	N4	Mondays	PersMan4a1
Public Administration	Public Management	N4	Mondays	PubMan4a1
Computer Practice	All commercial courses	N4	Saturdays	ComPrac4a1
Computerized Financial Systems	Financial Management	N4	Saturdays	CFS4a1
Information Processing	Management Assistant	N4	Tues/Thurs	InfoProc4a1
Entrepreneurship & Business Management	All commercial courses	N4	Tuesday	EBM4a1
Management Communication	All commercial courses	N4	Wednesdays	ManCom4a1

CONDITIONS

- The appointment is of a temporary nature and is terminable. (see bullet.16)
- Remuneration: will be in accordance to college norms, provided the class is viable.
- Hours of duty: the employee is expected to be on duty at least 15 minutes before the lesson and remain in the class for the duration of the lesson. Additional working hours must be submitted in writing to the manager of that division and cannot be more than three (3) hours within one week.
- Conduct: the employee undertakes to abide by and uphold the college Code of Conduct as well as that of SACE.
- Leave of Absence: No member shall take leave without prior notification from the management of the division.
- Replacement / relief employees: The division is not obligated to pay a relief teacher if prior arrangement were not made with the management of the division.
- The principle of no work no pay will apply.
- Additional duties: Management may request the lecturer to assist the division in any related duty.
- Times: The class times may not be changed without the approval of the management of the division.
- **Duties:** the employee shall perform the following tasks:
 - Mark the register and check if the student is correctly enrolled.
 - **Maintain the following files to enable compliance with standing DHET policy for all Report 191 subjects:**
- **A Subject File**
- **A Portfolio of Assessments (POA) File.**
- **A Portfolio of Evidence (POE) File.**
 - Evaluate and assess students' work.
 - Complete reports
 - Enter the results on relevant sheets or on computer (if required).
 - Permanent staff to give priority to their normal duties.
 - Be responsible for the venue and equipment in class.
 - Assist with Exam Invigilation where required.
- Renewal of contract: All employees must re-apply to re-new their contract at the beginning of each semester.
- Indemnification: The Management of the College/Department of Education will not be held liable for any loss of property or injury to the employee whilst he/she is on duty.
- Termination of contract:
 - This contract is temporary in nature and expires when the course is completed, and all related duties are completed.
 - By mutual consent.
 - The employee does not fulfill his/her obligations.
 - The class is not economically viable.
- Benefits: No benefits attached to this engagement
- Class visits will be carried out to monitor, evaluate, and provide support and guidance to lecturers.

REQUIREMENTS:

An appropriate Diploma or Degree, A teaching qualification. A credible teaching, lecturing and tutoring experience, preferably in TVET sector. Sound communication skills, ability to monitor and facilitate students' performance and provide critical feedback in an objective manner. Good planning, organizing, administration, monitoring and evaluation skills. SACE registration. Advanced computer skills (MS work, Excel, and power point). A valid driver's license.

RESPONSIBILITIES:

Undertake all teaching and learning functions relating to Report 191 (NATED) Record keeping of student attendance. Compilation of student Portfolio of evidence (POE). Monthly reporting to Part-Time Coordinator. Quality assurance of all assessments pertaining to the subject responsible for. Ensure that integrated Continuous Assessments (ICASS) is implemented. Ensure that correct version of Subject Guidelines, Assessment Guidelines and Syllabi are utilized for each specific subject. Research and drive innovative ways to improve teaching and learning in the specific subject. Responsible and accountable for the recording, capturing and verification of the integrated Continuous Assessment (ICASS) marks of the students, Work Schemes planning and implementation. Quality teaching and progress reports

Enquiries: Ms MP Mthethwa 033 816 8600

CLOSING DATE: 24 May 2024