



## External Vacancy

FACULTY: Human Sciences

DEPARTMENT: Education

POST: Junior Lecturer – Education (**5 year fixed term contract**)

POST N<sup>o</sup>:2342 level (09)

### JOB DESCRIPTION:

The incumbent will be required to: {KPA'S}

The College Lecturer Education Project (CLEP) seeks to support the development of new qualifications programmes for TVET and CET college lecturers. This is a five (5) year project to develop capacity for college lecturer education at institutions of Higher Education.

- Develop the TVT programme (Advanced Diploma in Technical and Vocational Teaching)
- Develop learning materials for the Advanced Diploma in Technical and Vocational Teaching programme
- Prepare and manage Programme of Activities (POA's)
- Prepare lesson plans and lecture in relevant subjects
- Assess learning activities and tasks
- Supervise research projects related to Action Research
- Moderate students' Portfolios of Evidence (PoE's)
- Liaise Work Integrated Learning (WIL) and Teaching Practice
- Liaise with student support services
- Control class registers
- Take part in extra-curricular activities and adhoc duties as delegated by the Head of Department (HOD)
- Assist in registration and induction of students
- Manage student and academic administration and reporting duties in line with responsibility

### Application Criteria:

#### Qualification/Experience/Conditions:

- Honours Degree in Civil Engineering or B Tech in Civil Engineering.
- A relevant qualification in education (e.g. PGCE or PGDHE) or in the process of completing this qualification.
- Minimum of One (1) year's teaching experience at a TVET (Technical and Vocational Education and Training) college.
- Computer literate.
- Candidate needs to enrol and complete a master's degree in a specialisation field within 5 years.
- **Candidate must be a South African citizen.**

#### Skills:

- Excellent English Language, communication (written and verbal) skills, computer literacy, excellent presentation skills, planning and organising skills, administrative skills, good collaborative and networking skills, work under pressure, work independently, willingness to travel.

Closing date for applications: 01 June 2018

Submit CV by hand to Carmen Titus at B103 or e-mailed to [recruitment@vut.ac.za](mailto:recruitment@vut.ac.za).

**Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore people from designated groups are encouraged to apply. If you are not contacted within three weeks after the closing date, please accept that your application was unsuccessful.**