External Vacancy: 1 year fixed term contract

DIVISION: DVC-Academic and Research	DEPARTMENT: CAD

POST: XITSONGA: UCDP - CAD	POST Nº: 2350 Peromnes level (08)

JOB DESCRIPTION:

The incumbent will be responsible for the following: KPA'S
- Implementing Xitsonga language development and usage at VUT
- Ensuring Xitsonga language promotion
- Implementing language research programmes
- Liaising and supporting language programmes from National Language Bodies and the National Lexicography Unit within the region whenever necessary
- Whilst complying with the office policies and procedures, focus on improving and supporting their work in order to respond to VUT's business requirements through troubleshooting and diagnosis of problems and taking corrective measurements
- Translating projects (English/Xitsonga) that the unit or any other unit within VUT embark upon
- Translating work coming both from inside and outside VUT
- Partaking in all verification meetings for translation work
- From time to time, assisting in classroom interpreting as and when required
- Transcribing (English/Xitsonga) work assigned
- Providing subtitles to audio recorded or video recorded sessions (e.g lectures, presentations, VC's speech etc) as and when required
- Participating in VUT programmes that teach Xitsonga for communication purposes to staff
- Designing, developing and facilitating high-quality Xitsonga modules for communication purposes
- Participating in the re-curriculation process with regards to the Xitsonga modules
- Co-ordinating and preparing documentation for meetings/ workshops
- Drafting of submissions, agendas and collating all minutes of meetings
- Managing meeting logistics
- Assisting the Manager with the collation of annual performance reports
- Keeping track of all incoming work and ensuring that all deadlines are met
- Liaising with all stakeholders relevant to the office of the Manager
- Designing and preparing monthly, quarterly and annual reports on the work done

Application Criteria

Qualification/Experience:

- Master's degree in Xitsonga or Translation with major in Xitsonga
- Two (2) years' experience in working in a Translation environment in a higher education institution or relevant environment

Skills:
- Computer literate, detail-oriented with strong interpersonal, organizational, and management skills, excellent oral and written communication skills in Xitsonga and English, ability to produce quality translation work and interpret for teaching and learning purposes, ability to work with students and faculty members both individually and with small groups and to adapt to diverse learning needs, self-driven; able to set own deadlines and prioritize multiple tasks, maintain confidential material and student information, ability to establish positive and respectful working relationships with students and staff.

Closing date for applications: 01 June 2018

Submit CV by hand to Ms Carmen Titus at B103 or e-mailed to 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.