



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Let the future be known

uMfolozi Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following position: -

Technical Training Centre Instructor: Motor Mechanic

SALARY : R302 334.00 per annum plus benefits (College Appointment)
CENTRE : Sundumbili/ Isithebe Technical Training Centre
REF NO.: UMF/013/03/2021

REQUIREMENTS: A relevant recognised artisan qualification Minimum of 3 years' trade related industry experience post trade test. N3 qualification inclusive of two languages or matric/Grade 12 or relevant NQF L4 qualification **Advantageous:** Assessor/Moderator qualifications Relevant teaching/training-related experience. A recognised teaching qualification. National N Diploma or equivalent recognised qualification in the relevant field. Valid driver's licence.

DUTIES: Teaching and Learning Delivery Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor and prepare relevant training materials and consumables for each course Comply with new decisions and planning processes of occupational programmes. Comply with programme quality systems and processes including assessment, moderation and performance records. Undertake Student Assessment and Evaluation. Assess students by setting and marking assessment tasks, assignments and completed projects. Complete all related assessment and moderation administrative records or reports. Teaching Administration Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Prepare and monitor the availability training manuals and consumable item for assigned training programmes and manage the distribution thereof. Perform health and safety inspections. Subject Development and Marketing of Programmes Maintain up-to-date knowledge of industry trends in subject area, Participate in occupational courses and contribute subject specific teaching enhancements, Participate in occupational courses and contribute subject specific teaching enhancements. Represent the occupational programme area at "open days" and other promotional events Provide Student Guidance and Support. Ensure Support of students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed.

ENQUIRIES: Ms ZH Mngoma Tel No (035) 902 9501

IMPORTANT INFORMATION

APPLICATIONS: Attention Ms ZH Mngoma, uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office at the reception, applicants must sign the CV register and drop their application inside CV Application box. Central Office Naboomnek, Arboretum, Richards Bay 3900

CLOSING DATE: 03 May 2021 at 13:00.

NOTE: Applications must be submitted on form **New Z83** (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a **Covering Letter** with date and signature must be attached. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications including matric and academic records, your Identity Document and valid driver's licence must be attached. (certification must be within the last 06 months). Non-South African Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.