

INVITATION FOR SUBMISSION OF CV'S IN CREATION OF A DATABASE FOR TEMPORARY LECTURING AND FACILITATION POSTS OF UMFOLZI TVET COLLEGE FOR 2023 TO 2024

UMfolozi Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates for Lecturing and Skills Facilitating posts for Business Studies, Utility Studies (Tourism and Hospitality), Fundamentals Studies, Engineering Studies, Pre-Vocational Learning Programme and Skills and development Projects.

APPLICATIONS : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be sent as one PDF file, without any qualifications. No Faxed, no hand delivery and no posted applications will be accepted. Applications that do not comply with the above specifications will be disqualified.

CLOSING DATE : 01 September 2023 at 13:00

NOTE : A fully completed New Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za, and a detailed Curriculum Vitae, proof of Computer literacy and Drivers licence must be indicated on the CV. Copies of qualifications and other relevant documents must **Not** be included in the application **except** academic transcript. Only shortlisted candidates will be required to submit certified copies of qualifications and ID on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late applications (received after closing date and time) and incomplete applications will not be considered. 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). 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 contacted by the institution, should consider their applications as not yet required.

**1. Lecturing Posts (PL1) - NCV L2-L4 (Vocational and Fundamentals Subjects)
NCV - Annual Courses: L2-L4
Salary: R244 884.00 - 318 648.00 per annum - Email: Applications.mandeni@umfolozi.edu.za**

REQUIREMENTS: An appropriate recognised and relevant Bachelor Degree or National Diploma (REQV 13). A recognised professional qualification in education. 1-2 years' experience teaching/training/industry related experience in the relevant field. SACE Certificate. Computer literate. Good record keeping and administrative skills. **Advantageous:** Valid driver's licence. Certified competent Assessor or Moderator.

DUTIES: To be responsible for offline and online teaching and learning delivery. To assess and evaluate students according to the performance standards. To participate in subject development and marketing of NCV, Report 191 and Occupational programmes. Manage and administer programme delivery. Monitor student attendance register. To manage and administer teaching and learning activities. Provide student guidance and support on subject related matters and manage behavioural patterns.

Post Title	Subjects	Programme	Ref. No.
Lecturer: Civil Engineering & Building Construction	Civil Engineering & Building Construction related subjects	NCV L2-L4	UMF/092/07/2023
Lecturer: Electrical Infrastructure and Construction	Electrical Infrastructure and Construction related subjects (Renewable Energy)	NCV L2-L4	UMF/093/07/2023
Lecturer: Engineering & Related Design	Welding / Fitting / Motor Mechanic related subjects	NCV L2-L4	UMF/094/07/2023
Lecturer: Process Plant Operations-Pulp & Papermaking	PPO related subjects	NCV L2-L4	UMF/095/07/2023
Lecturer: Information Technology and Computer Science	IT& Computer related subjects	NCV L2-L4	UMF/096/07/2023
Lecturer: Transport & Logistics	T & L related subjects	NCV L2-L4	UMF/097/07/2023
Lecturer: Primary Agriculture	Primary Agricultural related subjects	NCV L2-L4	UMF/098/07/2023
Lecturer: Hospitality	Hospitality related subjects	NCV L2-L4	UMF/099/07/2023
Lecturer: Office Administration	Office Administration related subjects	NCV L2-L4	UMF/100/07/2023
Lecturer: Fundamentals	Life Skills & Computer Skills	NCV L2-L4	UMF/101/07/2023
Lecturer: Fundamentals	English	NCV L2-L4	UMF/102/07/2023
Lecturer: Fundamentals	Mathematics / Mathematical Literacy	NCV L2-L4	UMF/103/07/2023
Lecturer: Pre-Learning Programme	Mathematics, Physical Science, English and Life Orientation	PLP	UMF/104/07/2023

**2. Lecturing Posts (PL1) - Report 191 Business Studies/Utility Studies (Hospitality & Tourism) and Engineering Studies
Report 191 - Semester/Trimester Courses
Salary: R244 884.00 - 318 648.00 per annum - Email: Applications.nkandla@umfolozi.edu.za**

REQUIREMENTS: An appropriate recognised and relevant Bachelor Degree or National Diploma (REQV 13). A recognised professional qualification in education. 1-2 years' experience teaching in the relevant field. SACE Certificate. Computer literate. Good record keeping and administrative skills. **Advantageous:** Valid driver's licence. Certified competent Assessor or Moderator

DUTIES: To be responsible for offline and online teaching and learning delivery. To assess and evaluate students according to the set standards. To participate in subject development and marketing of NCV, Report 191 and Occupational programmes. Manage and administer programme delivery. Monitor student attendance register. To manage and administer teaching and learning activities. Provide student guidance and support on subject related matters and manage behavioural patterns.

Post Title	Subjects	Programme	Ref. No.
Lecturer: Electrical Engineering	Electrical (Heavy Current) related subjects	N2-N6	UMF/105/07/2023
Lecturer: Electrical Engineering	Instrumentation related subjects	N2-N6	UMF/106/07/2023
Lecturer: Civil Engineering	Civil related subjects	N2-N6	UMF/107/07/2023
Lecturer: Mechanical Engineering	Mechanical related subject	N2-N6	UMF/108/07/2023
Lecturer: Business Management	Business related subjects	N4-N6	UMF/109/07/2023
Lecturer: Financial Management	Financial related subjects	N4-N6	UMF/110/01/2023
Lecturer: Human Resources Management	HRM related subjects	N4-N6	UMF/111/07/2023
Lecturer: Public Management	Human Public Management related subjects	N4-N6	UMF/112/07/2023
Lecturer: Legal Secretary	Legal Secretarial related subjects	N4-N6	UMF/113/07/2023

Lecturer: Tourism	Tourism related subjects	N4-N6	UMF/114/07/2023
Lecturer: Hospitality and Catering Services	Hospitality and Catering Services related subjects	N4-N6	UMF/115/07/2023
Lecturer: Clothing Production	Clothing Production related subjects	N4-N6	UMF/116/07/2023
Lecturer: Farming Management	Agricultural related subjects	N4-N6	UMF/117/07/2023
Lecturer: Farming Management	Life Skills and Computer	N4-N6	UMF/118/07/2023

**3. Facilitator's Posts - Skill's Training Programmes
Salary: Depends on Skills Training Programme SETA/Funder -
Email: Applications@umfolozi.edu.za**

REQUIREMENTS: N3 qualification inclusive of two languages or Matric or Grade 12 or NC(V) Level 4. A relevant recognised artisan qualification with a minimum of 3 years' trade related industry experience post trade test. Valid Driver's licence. Computer Literate. Good record keeping and administrative skills.

ADVANTAGEOUS: National Diploma or National N Diploma. Certified Facilitator/Assessor/Moderator. A recognised teaching qualification. Registered with a relevant Professional of industry body or relevant SETA. Applicable licence (may be obtained during the employment period). Relevant teaching/training related experience.

DUTIES: Facilitation of theoretical and practical training applicable to the Relevant trade according to predetermined curriculums and lesson frameworks. To assess and moderate theoretical and practical competencies of apprentices/learners in the programme against pre-determined requirements to continuation to the final external assessments. To perform administrative and management functions related to facilitator's tasks. Subject Development and Marketing of Programmes. Student Guidance and support including mentoring in the workplace(s).

Post Title	Subjects	Programme	Ref. No.
Facilitator: Plumber	Plumbing related courses	Skills Training	UMF/119/07/2023
Facilitator: Electrical	Electrical related courses		UMF/120/07/2023
Facilitator: Millwright	Millwright related courses		UMF/121/07/2023
Facilitator: Rigger	Rigger related courses		UMF/122/07/2023
Facilitator: Welder	Welder related courses		UMF/123/07/2023
Facilitator: Fitter & Turner	Fitter & Turner related courses		UMF/124/01/2023
Facilitator: Fitter	Fitter related courses		UMF/125/07/2023
Facilitator: Bricklayer	Bricklayer related courses		UMF/126/07/3023
Facilitator: Carpentry	Carpenter related courses		UMF/127/07/2023
Facilitator: Motor-Mechanic	Motor Mechanic related courses		UMF/128/07/2023
Facilitator: Spray-Painter	Spray Painter related courses		UMF/129/07/2023
Facilitator: Panel-Beater	Panel-Beater related courses		UMF/130/07/2023
Facilitator: Boilermaker	Boilermaker related courses		UMF/131/07/2023
Facilitator: Computer Courses (End User)	Computer related courses		UMF/132/07/2023
Facilitator: Crop Agriculture	Crop Agriculture related courses		UMF/133/07/2023
Facilitator: Poultry Agriculture	Poultry Agriculture related courses	UMF/134/07/2023	
Facilitator: Accounting Technician	Accounting Technic related courses	UMF/135/07/2023	
Facilitator: Environmental Practice	Environmental Practice related courses	UMF/136/07/2023	
Facilitator: Wealth Management	Wealth Management related courses	UMF/137/07/2023	
Facilitator: Early Child Development	Early child development courses	UMF/138/07/2023	
Facilitator: Wholesale and Retail Operation	Wholesale and Retail Operation related courses	UMF/139/07/2023	
Facilitator: Short Term Insurance	Short Term related insurance related courses	UMF/140/07/2023	
Facilitator: Ward Committee	Ward committee related courses	UMF/141/07/2023	
Facilitator: Sewing	Sewing related courses	UMF/142/07/2023	
Facilitator: Garment Making	Clothing related courses	UMF/143/07/2023	
Facilitator: Cooking and Catering	Cooking and Catering related courses	UMF/144/07/2023	
Facilitator: Business Administration	Business Management Business related courses	UMF/145/07/2023	

ENQUIRIES : Ms ZH Mngoma Tel No: 035-902 9501