



EXTERNAL ADVERTISEMENT

PORT ELIZABETH TECHNICAL VOCATIONAL EDUCATION AND TRAINING [TVET] COLLEGE

APPLICATIONS: Please hand deliver your application, quoting the reference number to: The Deputy Principal: Corporate Services: Mr. D.P. Baartzes; Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000

CLOSING DATE AND TIME: 30 March 2021 at 16:00

NOTE: Applications must be submitted on a Z83 application form obtainable from any public service department or on the internet at www.gov.za/documents or www.pecollege.edu.za. The duly completed Z83 application form must be accompanied by a duly signed and dated Application Letter. A recently updated comprehensive CV with three (3) contactable references and certified copies of all qualifications, the qualification transcripts of certified copies (statement of results), identity document and driver's license [where it is required] not older than six (6) months is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority and the evaluation certificates from SAQA must be attached. Failure to sign the Z83 form and submit the requested documents will result in your application not be considered. Candidates whose appointments will promote representivity of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Successful candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Applications received after the closing date or fax and email applications will not be considered.

POST: LECTURER: BUSINESS STUDIES: NATED

REFERENCE NUMBER: PL05/2021DHET

SALARY : REQV 13: R211 098PA + BENEFITS, REQV 14: R279 198PA + BENEFITS (POST LEVEL 1)

CENTRE: PORT ELIZABETH TVET COLLEGE: DOWER CAMPUS

NATURE OF APPOINTMENT: PERMANENT

Port Elizabeth Technical Vocational Education and Training College (TVET)

Central Administration - Tel: 041 509 6000, Fax: 041 582 2017 • Dower Campus - Tel: 041 509 6200, Fax: 041 481 7111
Iqhayiya Campus - Tel: 041 509 6450, Fax: 041 452 1048 • Russell Road Campus - Tel: 041 509 6300, Fax: 041 582 2281
Victoria Campus - Tel: 041 509 6150, Fax: 041 374 5321
Private Bag X6040, Port Elizabeth 6000 • Email: info@pec.edu.za • www.pecollege.edu.za



REQUIREMENTS:

Incumbent should have a relevant Senior Certificate/Grade 12/NCV Certificate (Level 4). Incumbent should have a (REQV) Relevant Equivalent Qualification Value REQV 13 (Matric +3) / REQV 14 (Matric+4) qualification in the Business Studies related field with Computer subjects as a major. A relevant teacher's qualification / Assessor / Facilitator. Certified copy of membership certificate with South African Council for Educators (SACE Certificate) – Proof of registration. Knowledge of the TVET College system. A good understanding of record keeping of students' assessments and attendance

DUTIES:

Able to set up assessments. Professional duties [attend workshops and meetings]. Administration [staff and students]. Monitoring the capturing of attendance and academic performance. Auditing and verification of marks and processes. Parent/Guardian interaction. Counselling of students. Any other reasonable task as determined by Senior Lecturer.

ENQUIRIES: Ms C Jansen and Ms Z Cooper

Tel: (041) 509 6000

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