



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



PORT ELIZABETH
TVET COLLEGE

EXTERNAL ADVERT

DEPARTMENT: PORT ELIZABETH TVET COLLEGE
POST: INFORMATION PROCESSING LECTURER
REF NO: TL02/2025PEC
SALARY: REQV 13: R256 395.00 PA + 37% IN LIEU OF BENEFITS
REQV 14: R333 624.00 PA + 37% IN LIEU OF BENEFITS)
CENTRE: PORT ELIZABETH COLLEGE: RUSSELL ROAD CAMPUS
NATURE OF APPOINTMENT: PROJECT CONTRACT (END DATE- 31 DECEMBER 2025)

REQUIREMENTS: Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Must be in possession of recognised three-year National Diploma (NQF Level 6)/ Degree in Education with Information Processing/Data Processing. Computer Literacy in MS Office (Word, Excel, PowerPoint, Outlook). An Advanced TVET Diploma/ Teachers Qualification would be an added advantage. Professional SACE registration. Teaching experience in Information Processing and Data Processing will be an added advantage. Ability to work with adult learners and to work independently, without supervision are also required. Furthermore, reporting and writing skills. Knowledge of the TVET college system will be an added advantage

DUTIES: Facilitation and assessment of Information Processing N4-N6. Responsible for completing lesson plans, set assessments, marking and record keeping of students' work as well as management of student attendance. Create and maintain a conducive classroom environment that stimulates positive learning. Actively engage with students in the learning process and organize interventions to support student development. Perform all examination invigilation and registration related duties. Handle all student related administrative duties PoE & PoA. Any reasonable ADHOC duties allocated to the staff members.

ENQUIRIES: Ms Zenia Plaatjies/ Ms Chantel Jansen Tel No: (041) 509 6000

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

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NOTE:

All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on the application. Only posted or hand-delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

APPLICATIONS:

Please hand deliver your application, quoting the reference number to: The office of the Deputy Principal: Corporate Services. 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: 28 February 2025

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