



COLLEGE PERMANENT VACANCIES

Ikhala TVET College invites suitably and qualified candidates to apply for the following Permanent vacancies.

**POST 1 : LECTURER: OFFICE DATA PROCESSING/ LIFE SKILLS
COMPUTER SKILLS**
SALARY : PL 1 SALARY NOTCH PLUS BENEFITS
DURATION : PERMANENT
CENTRE : ALIWAL NORTH BUSINESS CAMPUS (REF NO: AN1/1/25)
Email address : Officedatalecturer125@ikhala.edu.za

MINIMUM REQUIREMENTS: Grade 12/NC(V) Level 4 plus 3/4-year Diploma/Degree specialising in Computer Practice/ODP plus a professional teacher's qualification. Registered with SACE, Computer literacy. Must be willing to teach NC(V) and Report 191. Teaching experience in the TVET Sector will serve as an added advantage.

KNOWLEDGE & SKILLS: Understanding of Lesson Plan; Classroom Management; Knowledge of assessment and examination guidelines. Knowledge of Teaching and Learning; Must be a subject matter expert. Knowledge of practice notes, national, provincial policy frameworks relevant to teaching & learning. Possess theoretical & practical competencies.

DUTIES: To prepare and engage in class teaching; To plan, coordinate, control, administer; evaluate and report on students' academic progress; To create and maintain conducive classroom environment that stimulates positive learning and activity engage students learning process; To ensure efficient classroom management and discipline of students; To set, pre-moderate, administer, mark, post-moderate, consult and capture marks for students on assessments and examinations; To manage and monitor students attendance register, To organise job placement and excursions for students; To participate on lecturers placement; To assist with registration and induction of students; To teach NC(V) and Nated; To distribute learning materials to students; To upload learning content in the Student Portal.