
Internal Circular 4 of 2019

POST DESCRIPTION: SENIOR EDUCATION SPECIALIST (PL3)

REF: TU 06/01/2019

REQUIREMENTS:

A recognised three (3) years qualification (degree /diploma/NQF level 6 (REQV 13). Professional teacher's qualification. Moderator certificate will be added as advantage. Five (5) years relevant experience and exposure to learnerships and skills programmes. SACE registration. Valid Driver's Licence.

KNOWLEDGE AND SKILLS:

Sound knowledge of relevant legislation as well as interpretation and application of policies. Sound knowledge of SAQA, Unit Standard based qualifications, curriculum design and an understanding of the relevant SETAs .Knowledge of Quality Management system and computer Literacy. Conflict Management and problem solving skills. Supervisory, facilitation skills, Project Management, Performance appraisal and Resources Management. Proficiency in English, planning management and organising skills. Motivational and negotiation skills, good interpersonal skills and time management skills.

DUTIES:

Ensure the optimal utilisation, maintenance and replacement of learning material, equipment and facilities. Responsible for the effective functioning of the division. Prepares the time-table and workload of lectures. Manages students' attendance and discipline. Manages and monitors staff attendance. Manages and monitors the compilation of subjects' portfolio of evidence, assessment files and portfolio of assessment of lectures. Conducts, plans, controls, monitors and report on internal and external marking assessments and marking.

APPLICATIONS: Must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (certification must not be older than three (3) months and no copy of a copy will be allowed, attach academic record), ID and Curriculum Vitae. Please take note that correspondence will only be conducted with short- listed candidates. If you are not contacted within three (3) months after the closing date, please consider your application unsuccessful.

NOTE:

Please indicate the reference number and position you are applying for on your application form and forward your application to: The Human Resources Department, Tshwane South TVET College, PO Box 151, PRETORIA, 0001, **or** hand deliver to the HR Offices on Campus level or at the Tshwane South TVET College Central Office 85 Francis Baard Street Pretoria, 0001. Faxed and e-mailed applications will not be accepted.

Please note that this is an internal advert

Closing date: 07 March 2019

**Enquiries : Mr T Makua/Ms T Molopyane
012 401 512/012 401 5119**