



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



BUFFALO CITY
TVET COLLEGE

PART TIME EDUCATOR VACANCIES FOR 2022

January to June 2022 (Fixed Term)

Hourly Rate: R380 (N4-N6)

All subjects (excl Computer) are 2 hours per week
over a 16-week period

Computer subjects are 4 hours per week over a 16-week period

Forward your application to email address: bcc1201@bccollege.co.za

SUBJECTS

- Computerised financial System N4-N6
- Computer Practice (Introductory – N6)
- Intro – Accounting (N4)
- Information Processing (N4 and N6)
- Financial Accounting (N4, N5)
- Cost and Management Accounting (N5-N6)
- Public Administration (N4, N5 and N6)
- Public Finance (N5 and N6)
- Municipal Administration (N5 and N6)
- Personnel Management (N4)
- Entrepreneurship & Business Management (N4-N6)
- Economics (N4 and N5)
- Office Practice (N5 and N6)
- Management Communication (N4)
- Communication (N4)
- Labour Relations (N5 and N6)
- Educational Psychology (N6)
- Didactics Theory and Practical (N4 and N5)
- Day Care Communication (N5)
- Public Relations (N5)
- Sales Management (N5 and N6)
- Education N4

QUALIFICATIONS/REQUIREMENTS

- Relevant 3-year Degree/Diploma
- Teaching qualification and/or relevant teaching experience will be an added advantage
- Computer literacy (MS2007 Word, Excel, Outlook and Explorer)

DUTIES

- Organising, planning and lecturing,
- To complete the syllabus within the given timeframe.
- Administrative duties
- Ongoing assessment of learners

Kindly indicate clearly which subject/s you wish to teach. Lecturers will be allowed a maximum of 2 (two) evenings per week.

Please also note that the running of these classes will depend on student registration.

Closing date: 20 December 2021 at 15:00.

Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct email address as set in the advert. Applications sent to incorrect email address will regrettably not be considered

Candidates who are suitably qualified for the above positions should submit an official application form (EDP01 for educators), a comprehensive CV and certified copies of the following: All relevant Qualifications must include transcripts of subjects passed, a Driver's license and ID. Applicants must also provide, together with the work contact details, including e-mail addresses of at least three work-related references; failure to submit the required documents mentioned above or late submission your application will not be considered.

For enquiries: Ms N Mhlola-Miza on 043 704 9275.

Application forms and the full advert are available on our website, www.bccollege.co.za. The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful.

Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position.