



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY  
TVET COLLEGE**

**Lecturer: Educare**

**East London Campus**

**Reference BCCELS1/2022**

**PL1 (starting notch R214 908 p.a with 37% in lieu of benefits)**

**(College Council 4 months fixed term Contract)**

**Forward your application to email address: [bccELS@bcccollege.co.za](mailto:bccELS@bcccollege.co.za)**

#### **REQUIREMENTS:**

Grade 12 or NCV Level 4; M+3 Foundation Phase or Diploma in Educare National Diploma/ Degree or equivalent qualification ; Teacher's qualification with relevant teaching experience; Assessor and/or Moderator training will be an added advantage; it is a requirement that all educators be registered with SACE; be computer literate in MS Word, Excel, Outlook and internet.

#### **KEY PERFORMANCE AREA**

Teach all Educare subjects N4-6; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners; Conduct practical training; Create an environment that is conducive to learning; Administration; Capture learner attendance on ITS; Classroom management and supervision; Conduct evaluations and assessments; Create an environment that is conducive to learning; Perform examination-related duties; Maintain discipline and safety of students at all times; Assist with additional academic support programmes; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in field of study. Support work based placement and exposure for educators and learners. Set assessments, Mark them, provide feedback to students, capture marks on ITS. Keep student records. Maintain students attendance records and capture them on ITS.

#### **COMPETENCIES**

Sound computer skills (Word, Excel, Power Point, Outlook and Internet) ; Positive attitude, with the ability and willingness to learn; Fluency in written and spoken English; Excellent interpersonal and communication skills.; Good organisational, administration, planning and time management skills; Ability to work independently; Ability to work effectively under pressure and without immediate supervision; Willingness to work after hours if required.



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**BUFFALO CITY  
TVET COLLEGE**

**Lecturer: Educare**

**East London Campus**

**Reference BCCELS2/2022**

**PL1 (starting notch R214 908 p.a with 37% in lieu of benefits)**

**(College Council 8 months fixed term Contract)**

**Forward your application to email address: [bccELS@bcccollege.co.za](mailto:bccELS@bcccollege.co.za)**

#### **REQUIREMENTS:**

Grade 12 or NCV Level 4; M+3 Foundation Phase or Diploma in Educare National Diploma/ Degree or equivalent qualification ; Teacher's qualification with relevant teaching experience; Assessor and/or Moderator training will be an added advantage; it is a requirement that all educators be registered with SACE; be computer literate in MS Word, Excel, Outlook and internet.

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**ALL PERMANENT EMPLOYEES WILL BE SUBJECTED TO A YEAR'S PROBATION PERIOD AND FIXED TERM EMPLOYEES TO SIX MONTHS.**

**CLOSING DATE: 27 May 2022 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 each advert. Applications sent to incorrect email addresses will regrettably not be considered**

Candidates who are suitably qualified for the above positions should submit an official application form (Z83 for support staff and 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](http://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.