



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

**HEAD OF PROGRAMME: TOURISM
SCHOOL OF BUSINESS(East London Campus)
Reference BCC0605/05**

**PL2 (Starting salary notch R353 979p.a plus benefits)
(Permanent PERSAL appointment)**

REQUIREMENTS

Matric or NCV L4 Certificate with a recognised 3 year Diploma in Tourism and BA / or B Tech with Tourism ;Teachers' qualification; 3-5 years' relevant teaching experience ;SACE registration is a prerequisite; Computer literate in MS Office (Word, Excel, Outlook and internet);Qualified assessor and moderator will be an added advantage.

KEY PERFORMANCE AREAS

Ability to lecture, coordinate, conduct subject meetings, monitor and support lecturers in maintaining PoE and PoA files in NC (V) Level 2-4; Monitor absenteeism of lecturers and students in the Department; Assist with the time-table and examinations; Supervisor the setting of quality assessments; Conduct class visit for support purposes; Plan and monitor students' academic support;Teach Tourism NCV L2-L4 subjects; Promote quality teaching and learning; Monitor and perform students statistical performance; Lesson planning and preparation; Set assessments; Mark and provide feedback to students; Capturer marks on ITS; Provide academic support to students and lecturers; Conduct practical & internal training; Create an environment that is conducive to learning; Perform general and programme related administration; Maintain and capture students attendance records and capture them on ITS; Keep portfolio of assessment and portfolio of evidence for verification; moderation and monitoring purposes; Classroom management and supervision; Conduct evaluations, assessments and moderation; 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 acquired skills where necessary; Keep up to date with the latest developments in field of study. Support work based placement and exposure for educators and students. Monitor, support and evaluate staff in the programme.

COMPETENCIES

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 effectively under pressure and without immediate supervision; Willingness to work after hours as required. A sound knowledge of NCV programme and policies; excellent management and organisational skills; excellent verbal and written communication skills; Sound computer skills; Ability to work under pressure; An understanding of the NSDIII objectives and Skills Accord.



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Closing date for applications: 15 June 2022 at 15:00

Candidates who are suitably qualified for the above positions should submit an official application form (Z83 for support staff, the new Z83 available from any Public Service Department and EDP01 for educators), a comprehensive CV and copies of the following: All relevant Qualifications must include transcripts of subjects passed, a Driver's license and ID, such copies need not to be certified when applying for a post. Applicants must also provide, together with the work contact details, including e-mail addresses of at least three work-related references to: **Buffalo City Public TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London.** 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.