



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY  
TVET COLLEGE**

**LECTURER: MANAGEMENT ASSISTANT  
School of Business and Engineering (ST Marks Campus)  
Reference BCC0610/10**

**PL1 (Starting salary notch R214 908 p.a. plus benefits)  
(Permanent PERSAL appointment)**

**REQUIREMENTS**

Matric or NCV Level 4 with recognised M+3 National Diploma/ Degree in Office Management and Technology, Management Assistant or equivalent; A professional qualification in education; 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**

Teach Computer Practice N4-N6, Information Processing N4-N6, Communication N4-N5, Public Relations N5; 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.

**SKILLS AND COMPETENCIES**

Positive attitude, with the ability and willingness to learn; Fluency in written and spoken English; Excellent interpersonal and communication skills; Good organizational, administration, planning and time management skills; Ability to work effectively under pressure and without immediate supervision; Willingness to work after hours as required.



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY**  
**TVET COLLEGE**

**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](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.