



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



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Lovedale TVET College invites suitably qualified, innovative, and self-motivated candidates to apply for the following Facilitator, Assessor and Moderator vacancies.

1. Assessor: National Certificate: Information Technology (Systems Development) SAQA ID 48872 (Ref: PLU7/2023)

Nature of appointment: Contract

Duration: 12 months

Rate of remuneration: R 85.00 per unit standard per learner

Minimum Requirements:

- Grade 12 or any NQF Level 4 certificate.
- A recognised diploma or degree in Information Technology/ Information Systems/ Computer Science majoring in systems/software/applications development, or any relevant and equivalent qualification.
- Must have a valid MICTSETA assessor registration certificate for National Certificate: Information Technology (Systems Development) SAQA ID 48872.

Key Responsibilities: Plan for the assessment process; Prepare candidates for the assessment process; Manage and conduct the assessment within acceptable frameworks or assessment standards; Collect all necessary evidence to evaluate the competency levels of a candidate; Assess the evidence submitted by the candidate and making a judgement on the candidate's competence in compliance with all requirements; Record all information as required by the relevant ETQA; Communicate assessment feedback to candidates; Continuously review and revise the assessment process in order to improve it; Compile reports as required by the College and the relevant ETQA.

2. Moderator: National Certificate: Information Technology (Systems Development) SAQA ID 48872 (Ref: PLU8/2023)

Nature of appointment: Contract

Duration: 12 months

Rate of remuneration: R 100.00 per unit standard per learner

Minimum Requirements:

- Grade 12 or any NQF Level 4 certificate.
- A recognised diploma or degree in Information Technology/ Information Systems/ Computer Science majoring in systems/software/applications development, or any relevant and equivalent qualification.
- Must have a valid MICTSETA moderator registration certificate for National Certificate: Information Technology (Systems Development) SAQA ID 48872.

Key Responsibilities: Carry out and evaluate internal assessment and quality assurance systems; Manage and conduct the moderation within acceptable frameworks and standards; Conduct moderation of assessment instruments, plans and guides including the documentation proof of individual learners' competence status; Verify the fairness, validity, reliability and practicality of assessments; Identify areas of improvement within the assessment process; Provide support and guidance to the Assessor; Provide an appeals procedure for dissatisfied learners and further assist in finding amicable solutions; Compile reports as required by the College and the relevant ETQA.

3. Facilitator: National Certificate: Information Technology (Systems Development) SAQA ID 48872 (Ref: PLU9/2023)

Nature of appointment: Contract

Duration: 12 months

Rate of remuneration: R 14 137,25 PM (All Inclusive)

Workstation: King Williams Town Campus

Minimum Requirements:

- Grade 12 or any NQF Level 4 certificate.
- A recognised diploma or degree in Information Technology/ Information Systems/ Computer Science majoring in systems/software/applications development, or any relevant and equivalent qualification.
- Minimum 1-year proven experience in facilitating learnerships.

Key Responsibilities: Draw up a training schedule for the programme; Deliver the training programme in line with SAQA standards; Ensure all training materials are printed and ready for class; Monitor learner attendance and keep attendance registers; Guide learners through the practical component and ensure logbooks are kept. Oversee the completion of formative as well as summative assessments; Assist learners with compilation of their Portfolio of Evidence; Compile facilitator reports; Ensuring POE's are completed and have all relevant documentation; Perform all relevant duties including administrative duties related to the job.

Closing Date: 08 August 2023 at 16:00

Enquiries: Ms U. Booie on 087 238 2223 (Ext 1010)

To Apply: Applicants must submit a Cover Letter indicating the post applied for; a recently updated CV with three contactable references; certified copies not older than six months of qualification(s) with academic record/transcript, Identity Document (ID) and MICT SETA Registration Certificate. It is the applicant's responsibility to have foreign qualifications verified by the South African Qualifications Authority (SAQA) and Evaluation Certificate from SAQA must be attached. Failure to submit the required documents will result in application not being considered. Hand-deliver to Education Services (Reception), Lovedale TVET College, No. 1 Amatola Row, King William's Town, or email: skills@lovedale.org.za quoting the post reference number in the email subject line.

Lovedale TVET College is an equal opportunity employer and reserves the right not to make an appointment.