

Enquiries: Ms Euginia Phaladi

Tel: 053 – 753 0018 / 0014

E-mail: ephaladi@nccetc.edu.za

INTERNAL ADVERTISEMENT: PART TIME EMPLOYMENT

Location: ZF Mgcawu and Thuto Boswa CLC

Project Manager: (3 hrs per day) **R9 000.00**

POST REF NUMBER: PM 01/07/2022 x 2 (End User Computing and Computer and Digital Support Assistant)

Requirements:

- Relevant Bachelor's Degree /Diploma or an equivalent qualification (NQF Level 6) in Education
- Proficiency in a language of teaching and learning (English) and partially proficient in at least one other official language
- Advanced Computer skills (Ms Office: Word, PowerPoint, Excel, Outlook, database)
- Good understanding of 2022/2023 NC CET College Annual Performance Plan
- Registered with SACE

Duties:

The suitably qualified academic lecturer must be able to perform the following Key Results Areas (KRAs): -Scheduled contact hours lecturing in the following areas: **-Introduction to computer, typing skills, Keyboard skills, Mouse skills, Ms word, Ms excel, Ms PowerPoint, Ms Access, Ms Publisher**

Lecturer will also be responsible for Relief lecturing; **Extra and co-curricular duties**; Responsible for creating a conducive classroom and workshop environment which includes but not limited to: - observation of the health and safety rules and regulations, neatness and discipline. **Pastoral duties** (counselling and referral to remedial of support services.); **Administration**; Supervisory and classroom management duties; **Professional duties** (meetings, workshops, official College functions, seminars and conferences.); **Planning**, preparation and evaluation; Participation in curriculum support activities; and Continuing Professional Development (CPD). Conduct learning/subject research. Provide Academic support via google classroom, blended learning, Group WhatsApp for students, Digital Learning (voice recording of lesson preparation) and use of college website to access Academic resources

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CLOSING DATE: 25 July 2022

Applications:

Applications quoting the reference number can be emailed to: recruitment@nccetc.edu.za

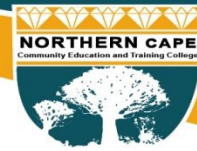
Note: The successful candidate will have to sign a contract. Applications must be submitted on the new Z83 form accompanied by certified copies of qualification(s), Identity Document or Proof of citizenship if not RSA citizen, a comprehensive CV. Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Candidates who send their applications via email must submit copies of the certified documents on the date of interview.



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Department:
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REPUBLIC OF SOUTH AFRICA

CENTRAL OFFICE: Tel: 053 753 0000 • Email: info@nccetc.edu.za
Web: www.nccetc.edu.za • Address: 19 Oliver Road, Klisserville, KIMBERLEY, 8301



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INTERNAL ADVERTISEMENT: PART TIME EMPLOYMENT (Candidates who previously applied do not need to re-apply)

Location: Kareeville Community Learning Centre /Area: De Aar

Lecturer Post: (3 hrs per day) **R6 000.00**

POST REF NUMBER: NCCETC 01/06/2022 x 3 (End User Computing and Computer and Digital Support Assistant) R6 000.00

Requirements:

- Relevant Bachelor's Degree /Diploma or an equivalent qualification (NQF Level 6) in Education
- Proficiency in a language of teaching and learning (English) and partially proficient in at least one other official language
- Advanced Computer skills (Ms Office: Word, PowerPoint, Excel, Outlook, database)
- Good understanding of 2022/2023 NC CET College Annual Performance Plan
- Registered with SACE

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Email: helenjosephs@nccetc.edu.za

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PEOPLE'S PUBLIC CLC

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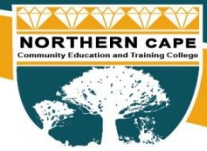
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INTERNAL ADVERTISEMENT: PART TIME EMPLOYMENT (Candidates who previously applied do not need to re-apply)

Location: Peoples Public Community Learning Centre /Area: Nieuwoudtville

Lecturer Post: (3 hrs per day) **R6 000.00**

POST REF NUMBER: NCCETC 02/06/2022 x 1 (End User Computing and Computer and Digital Support Assistant)

Requirements:

- Relevant Bachelor's Degree /Diploma or an equivalent qualification (NQF Level 6) in Education
- Proficiency in a language of teaching and learning (English) and partially proficient in at least one other official language
- Advanced Computer skills (Ms Office: Word, PowerPoint, Excel, Outlook, database)
- Good understanding of 2022/2023 NC CET College Annual Performance Plan
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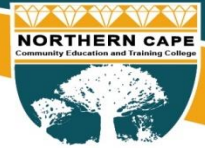
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Location: ZF Mgcawu Community Learning Centre /Area: Postmansburg

Lecturer Post: (3 hrs per day) **R6 000.00**

POST REF NUMBER: NCCETC 03/06/2022 x 4 (End User Computing and Computer and Digital Support Assistant)

Requirements:

- Relevant Bachelor's Degree /Diploma or an equivalent qualification (NQF Level 6) in Education
- Proficiency in a language of teaching and learning (English) and partially proficient in at least one other official language
- Advanced Computer skills (Ms Office: Word, PowerPoint, Excel, Outlook, database)
- Good understanding of 2022/2023 NC CET College Annual Performance Plan
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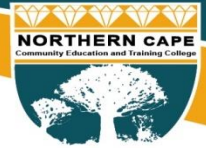
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INTERNAL ADVERTISEMENT: PART TIME EMPLOYMENT (Candidates who previously applied do not need to re-apply)

Location: Thuto Boswa Community Learning Centre /Area: Kuruman

Lecturer Post: (3 hrs per day) **R6 000.00**

POST REF NUMBER: NCCETC 04/06/2022 x 1 (End User Computing and Computer and Digital Support Assistant)

Requirements:

- Relevant Bachelor's Degree /Diploma or an equivalent qualification (NQF Level 6) in Education
- Proficiency in a language of teaching and learning (English) and partially proficient in at least one other official language
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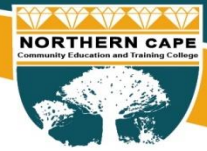
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INTERNAL ADVERTISEMENT: PART TIME EMPLOYMENT (Candidates who previously applied do not need to re-apply)

Location: Mecwi Community Learning Centre /Area: Tsineng

Lecturer Post: (3 hrs per day) **R6 000.00**

POST REF NUMBER: NCCETC 05/06/2022 x 2 (End User Computing and Computer and Digital Support Assistant)

Requirements:

- Relevant Bachelor's Degree /Diploma or an equivalent qualification (NQF Level 6) in Education
- Proficiency in a language of teaching and learning (English) and partially proficient in at least one other official language
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