

OPEN INTERNAL ADVERTISEMENT

Business Studies Centre invites qualified and experienced candidates to apply for the following part time posts to be filled for the 2021 Academic year.

MANAGEMENT ASSISTANT N4-N6

- REF: WTVETC 2021/01 - N4 Computer Practice
- REF: WTVETC 2021/02 - N4 Communication
- REF: WTVETC 2021/03 - N4 Information Processing
- REF: WTVETC 2021/04 - N4 Office Practice
- REF: WTVETC 2021/05 - N5 Computer Practice
- REF: WTVETC 2021/06 - N5 Communication
- REF: WTVETC 2021/07 - N5 Information Processing
- REF: WTVETC 2021/08 - N5 Office Practice
- REF: WTVETC 2021/09 - N6 Computer Practice (Word)
- REF: WTVETC 2021/10 - N6 Computer Practice (Excel)
- REF: WTVETC 2021/11 - N6 Information Processing
- REF: WTVETC 2021/12 - N6 Office Practice
- REF: WTVETC 2021/13 - N5 Public Relations

BUSINESS MANAGEMENT N4-N6

- REF: WTVETC 2021/14 - N4 Entrepreneurship
- REF: WTVETC 2021/15 - N4 Financial Accounting
- REF: WTVETC 2021/16 - N4 Management Communication
- REF: WTVETC 2021/01 - N4 Computer Practice
- REF: WTVETC 2021/17 - N5 Financial Accounting
- REF: WTVETC 2021/18 - N5 Entrepreneurship
- REF: WTVETC 2021/05 - N5 Computer Practice
- REF: WTVETC 2021/19 - N5 Sales Management
- REF: WTVETC 2021/20 - N6 Entrepreneurship
- REF: WTVETC 2021/21 - N6 Financial Accounting
- REF: WTVETC 2021/09 - N6 Computer Practice (Word)
- REF: WTVETC 2021/10 - N6 Computer Practice (Excel)
- REF: WTVETC 2021/22 - N4 Computerised Financial Systems

Classes will commence on 1 February 2021 and will be conducted from MONDAYS to THURSDAYS, 15:00 - 19:00, FRIDAYS from 13:30 - 18:00 and SATURDAYS from 08:00 - 14:00. APPLICANTS are referred to ELRC Section 3 no. 5.4. for maximum working hours for part time. Hourly rate: R200 per hour.

REQUIREMENTS:

REQV. 13 qualification majoring in the post applied for, including academic transcripts * Two (2) years teaching/facilitation experience * Report 191 students' previous results (*added advantage*) * External marking experience in the subject (*added advantage*) * Experience in moderation and assessment (*added advantage*).

DUTIES AND RESPONSIBILITIES FOR ALL PART TIME POSITIONS ARE:

Facilitation of Report 191 programmes (theory and practical) * Develop, administer and mark assessment tasks * Invigilation of internal and external examinations * Completion of Mark sheets and safekeeping of Students Portfolio of Evidence * Monthly reports submission.

PLEASE NOTE THE FOLLOWING:

Applicants should ensure that they meet the requirements of the post they apply for * The above mentioned applications should be submitted on a Z83 form obtainable from all Public Service Departments, accompanied by a detailed CV and certified copies of all qualifications (*academic transcripts*), ID copy. * Applicants must use the reference number allocated to the post

APPLICATIONS SHOULD BE FORWARDED TO:

The Acting Centre Manager: Ms D Molamu (mahwelereng@waterbergcollege.co.za).

ONLY applications per e-mail will be accepted. No hard copies will be accepted.

CLOSING DATE FOR SUBMISSIONS: 27 JANUARY 2021 at 16:00

