



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

WESTERN CAPE COMMUNITY
EDUCATION AND TRAINING
COLLEGE
9 Old Paarl, BELLVILLE
Phone: 021 180 1010



**EXTERNAL ADVERTISEMENT
WESTERN CAPE CET COLLEGE
CLAIM SYSTEM CONTRACT POSITION**

POST: LECTURER (1 Post)
LOCATION: WC CET College: Elsiesriver CLC (Elsiesriver)
REFERENCE NO.: ELS/LEVEL1/2022
SUBJECTS: Level 1: English, Afrikaans, Mathematics, Wiskunde, Ancillary Health & INCT

SKILLS / COMPETENCIES

Communication skills, Interpersonal skills, Time management skills, Planning and organizing skills, Ability to work independently and as part of a team, Problem solving skills, Listening skills, Ability to work under pressure.

DUTIES & RESPONSIBILITIES:

- Planning, preparation, assessment, setting of question papers, marking etc.
- Engage in class teaching and learning (to be a class teacher, to take on a leadership role in respect of the subject/s, learning area/s or phase, to plan, co-ordinate and control all the academic activities of each subject taught)
- Maintain a good teaching standard and progress among students and to foster administrative efficiency within the Community Learning Centre
- Deliver knowledge and experience to students
- Creating and environment conducive for learning
- To co-operate with colleagues of all levels and interact with stakeholders
- Scheduled teaching
- Administration (Planning, preparation, assessment, marking, signing in and out etc)
- Site moderation
- Supervisory and management functions to students
- Professional duties (meetings, workshops etc)
- Recruitment of students

NOTE: Applications must be submitted on new Z83 form obtainable from the college website

<http://wc.cetc.edu.za/Corporate/Vacancies> or from any public service department, which must be completed in full, signed and dated by the applicant. The form must be accompanied by a detailed Curriculum Vitae and copies of identity document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, the documents need not be certified (certified documents will only be submitted by shortlisted candidates to HR on or before the day of the interview date). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well

as the documentation mentioned above) in respect of each post being applied for. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Please take note that correspondence will be limited to shortlisted candidates only. If you are not contacted within two months after closing date, consider your application unsuccessful.

ENQUIRIES: Mr. Janse van Rensburg Tel No: (021) 180 1018 / Ms. Gwayi Tel No: (021) 180 1025 or Ms. Z Sulo Tel No: (021) 180 1014 / Ms. N Mshumpela Tel No: (021) 180 1017

APPLICATIONS: Quoting the relevant reference number, direct your application to: Recruit@WC.CETC.edu.za.

CLOSING DATE: 18 November 2022 @16:00

NB: Western Cape CET College is guided by the principles of Employment Equity. The College reserve the right not to fill a position.