



**LETABA TECHNICAL
VOCATIONAL EDUCATION
AND TRAINING COLLEGE**



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

LETABA TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. IT IS THE INTENTION TO PROMOTE REPRESENTIVITY IN THE PUBLIC SECTOR THROUGH THE FILLING OF THIS POST. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING VACANT POSITION.

POST : LECTURER: HOSPITALITY (12 MONTHS CONTRACT)
SALARY : R256 395 PER ANNUM (PL1) PLUS 37% IN LIEU OF BENEFITS
REF NO : LET 10/11/2024
CENTRE : TZANEEN CAMPUS

REQUIREMENTS: Grade 12 or NCV L4 or equivalent qualification and an appropriate recognised National Diploma/Bachelor's Degree in Hospitality and/ or any relevant equivalent qualification. Sound knowledge of theory and practice in the relevant field. A professional teaching/lecturing and practical industry experience will be an added advantage. Computer literacy skills (Word, Excel, Power-point and Internet) is highly recommended. Knowledge of the relevant legislation and policies that govern the TVET sector. Knowledge of LMS system will be an added advantage. Available to work flexi-hours. Registration with SACE. A valid driver's licence.

DUTIES: The successful candidate will be required to facilitate / lecture all Hospitality subjects (Hospitality services, Hospitality generics, Food preparation, Client Services and Human Relations). To enhance learning as an active process and be prepared to use a variety of strategies to meet the subject and learning outcomes of the curriculum. To maintain and create a classroom environment that actively engage students in the learning process. Management of students and administration of records as well as all assets allocated to the classroom and practicum venue. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development and performance. Monitor the students in the workplace and provide student support and development. Be available for work integrated learning to enhance personal development. Encourage and sustain academic excellence and improved learner results. Report to management. Compliance with the Job Description of a Subject head. Provide subject guidance. Ordering of practical task resources and raw materials. Stock control of raw materials. Assist with the timetables of required food preparation sessions. Assist the Head of the department with academic matters to meet deadlines and compile reports. Schedule academic support to students. Plan and provide interventions. Keep daily attendance registers and follow up on attendance. Strengthen relationships with industry during Work Integrated Learning and work-based experience monitoring.

REQUIRED DOCUMENTS: NEW Z83 Application for Employment Form indicating correct reference number, comprehensive Curriculum Vitae, copies of qualifications including academic records/transcripts and ID. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from the Human Resource Office. **NB:** Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, QUOTA WORK PERMIT, SACE AND POLICE CLEARANCE.** Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to participate in the integrated quality management system or to sign an annual performance agreement whichever is applicable and to sign an employment contract on appointment, disclose his/her financial interests and be subjected to security clearance.

NB: Coloureds, Indians, Whites, Africans and Persons with disabilities are encouraged to apply.

SUBMIT APPLICATIONS TO: The Principal, Letaba TVET College, Private Bag x 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street, Tzaneen, Limpopo Province. Should you not receive correspondence from us within three months after the closing date, consider your application as unsuccessful.

CLOSING DATE: 29 NOVEMBER 2024 AT 16:00

ENQUIRIES: MR KL MOJELA / MS PL MOKGOBI ON 015 307 5440

APPROVED / NOT APPROVED

MR MB MOSHOMA
ACTING PRINCIPAL
DATE:

