



**GAUTENG COMMUNITY EDUCATION AND TRAINING COLLEGE
ADVERTISEMENT: SPECIAL PROJECT (8 Months contract)
VACANCY LIST 5/2023**

Applications:

Must be hand delivered at: Head office: Block D, 2nd Floor Crownwood Office Park, 100 Northern Parkway, Ormonde 2091: or email to HR.GCETC@Dhet.gov.za

Closing Date: 11 September 2023 at 12H00

NOTE: Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or DPSA website which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Higher Education and Training Gauteng CET College reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/ verification. Persons with disabilities are encouraged to apply. The Gauteng CET College comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. **ENQUIRIES: Ms I.S Maisane 010 900 1154 or Mr M. Maboe 010 900 1168**

POST: ENGLISH [FIRST ADDITIONAL LANGUAGE] X4 (8 months contract)

REF NO: 2023/09/01

SALARY: R 297 per hour flat rate (3 hours per week)

LOCATION: Ekurhuleni, Johannesburg, Tshwane, Sedibeng and Westrand Clusters

GRADE 12

REQUIREMENTS: Applicants must be in possession of a Senior Certificate and a recognised undergraduate qualification (NQF LEVEL 6) National Diploma / (NQF LEVEL 7) Bachelor of Education in Senior Phase and Further Education and Training (FET) or equivalent qualification plus SACE registered. Postgraduate Certificate in Education (PGCE) and 4-5 years' experience in teaching will be an added advantage. Knowledge and understanding CET sector. Strong command of the English language – Verbal and Written: - passionate and dedication about Education. Able to engage with learners and assist those that are struggling. Exceptional organizational, Communication skills and Good inter-personal skills. Deep understanding of the National Curriculum and English language requirements.

Condition: Must be a retired Lecturer or unemployed graduate.



DUTIES: Planning and prepare the course materials and activities, Assessing the students' progress by tracking down (e.g. Homework, Test, Assignment /Assessments and Exams). Assign work activities /exercises, Determine the exam and assignment grades, and provide feedback based on the workload and classroom behaviour. Keep record of students' attendance and grades/performance. Ensuring that students learn proper grammar, writing and reading comprehension. Encouraging classroom and participation. Ability to judge learning effectiveness and a depth understanding in the relevant subject areas. Adaptable teaching styles incorporating feedback. **ENQUIRIES: Ms I.S Maisane 010 900 1154 or Mr M. Maboe 010 900 1168**

POST: BUSINESS STUDIES X4 [(8) months Contract]

REF NO: 2023/09/02

SALARY: R 297 per hour flat rate (3 hours per week)

LOCATION: Ekurhuleni, Johannesburg, Tshwane, Sedibeng and Westrand Clusters

GRADE 12

REQUIREMENT: Applicants must be in possession of a Senior Certificate and a recognised undergraduate qualification (NQF LEVEL 6) National Diploma / (NQF LEVEL 7) Bachelor of Education in Senior Phase and Further Education and Training (FET) or equivalent qualification plus valid SACE certificate registered is essential. Postgraduate Certificate in Education (PGCE) will be an added advantage. 4-5Years'experience in Adult Education teaching Business Studies. Good communication skills and being a team player are essential character traits required. Be passionate about commercial subjects and have active interest in innovative approaches to the teaching of Business Studies, Have excellent organisational, leadership skills.

Condition: Must be a retired Lecturer or unemployed graduate.

DUTIES: Creating lesson plans and gathering materials as per the curriculum, Assigning the projects and assignments to the students, Evaluating and grading students submissions ,Helping students cope up by creating individual lessons plans and taking one-on-one session, Marking students daily class attendance including discussing the students performance. Encourage student participation and performance. Managing all matters relating to learning, teaching and assessments.

POST: RELIGIOUS STUDIES X4 [(8) month contract]

DIRECTORATE:

REF NO: 2023/09/03

SALARY: R 297 per hour flat rate (3 hours per week)

LOCATION: Ekurhuleni, Johannesburg, Tshwane, Sedibeng and Westrand Clusters

GRADE 12

REQUIREMENT: Applicants must be in possession of a Senior Certificate and a recognised undergraduate qualification (NQF LEVEL 6) National Diploma / (NQF LEVEL 7) Bachelor of Education in Senior Phase and Further Education and Training (FET) or equivalent qualification plus SACE registered. Postgraduate Certificate in Education (PGCE) will be an added advantage. 4-5Years' experience in Adult Education teaching Applicants must be in possession of a Senior Certificate and a recognised undergraduate qualification (NQF LEVEL 6) National Diploma / (NQF



LEVEL 7) Bachelor of Education in Senior Phase and Further Education and Training (FET) or equivalent qualification plus SACE registered. Postgraduate Certificate in Education (PGCE) will be an added advantage. 4-5Years'experience in Adult Education teaching Religious Studies.

Condition: Must be a retired Lecturer or unemployed graduate.

Duties: Plan and implement a range of teaching programs or courses of study, teach an area of the curriculum or general curriculum to the year level. Monitor, evaluate and report students progress in key learning areas. Implement strategies to achieve targets related to the student learning outcomes and maintain records of class attendance and recording student progress. Grading and discussion students' participation. Accountable for the effective delivery of their programs. **ENQUIRIES: Ms I.S Maisane 010 900 1154 or Mr M. Maboe 010 900 1168**

POST: HISTORY X4 [(8) months contract]

REF NO: 2023/09/04

SALARY: R 297 per hour flat rate (3 hours per week)

LOCATION: Ekurhuleni, Johannesburg, Tshwane, Sedibeng and Westrand Clusters

GRADE 12

REQUIREMENT: Applicants must be in possession of a Senior Certificate and a recognised undergraduate qualification (NQF LEVEL 6) National Diploma / (NQF LEVEL 7) Bachelor of Education in Senior Phase and Further Education and Training (FET) or equivalent qualification plus valid SACE certificate registered is essential. Postgraduate Certificate in Education (PGCE) will be an added advantage. 4-5Years'experience in Adult Education teaching History.

Condition: Must be a retired Lecturer or unemployed graduate.

DUTIES: Plan prepare and present interesting and exciting History lessons for students. Establish a teaching environment that is nurturing, and which promotes engaged learning. Behave in a professional manner with regard to punctuality, behaviour, standards of work and students homework. Be open to continuously develop ones teaching through personal and school wide professional development. Set and mark exams and all other forms of student evaluation. The post holder is required to undertake any other reasonable tasks that the School Head determine.

ENQUIRIES: Ms I.S Maisane 010 900 1154 or Mr M. Maboe 010 900 1168

POST: PROJECT COORDINATOR [(8) month contract]

REF NO: 2023/08/05

SALARY: R10 151.34 (Monthly) plus 37% in lieu of benefits

REQUIREMENT: must be in possession of a Senior Certificate and a recognised undergraduate qualification (NQF LEVEL 6) National Diploma / (NQF LEVEL 7) Bachelor of Business Administration, Management or equivalent/ relevant qualification plus a minimum of 3-4years' experience in project management ,monitoring and evaluation and report writing will be an added advantage. Project Management certificate will be an added advantage. Desired skills :



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



GAUTENG
Community Education and Training
CET COLLEGE

Communication skills , Problem solving skills, Change management skills , Organization skills and management skills. Proficiency in Microsoft Office.

DUTIES: Plan and develop project plan, Monitor project progress and set deadlines, Manage and resolve challenges arise from the project, Ensure student satisfaction /effective teaching and learning Evaluate project performance monthly reporting, Student motivation and induction of appointed facilitated. Development of implementation plans for the delivery of key project activities and outputs. Mobilizing partner organization and stakeholders as per the agreement and fulfilling projects objectives. Consider the training and educational implications of the protocol and work with management group to develop appropriate strategies to meet these to ensure safe and accurate implementation of the study by self and others (i.e development of new standards operating procedures and standards). Also coordinate and respond to queries received, organizing quarter review and planning meetings with stakeholders to inform program outcome. Assist during the development of major projects from commencement to completion. Monitors progress of the development projects within the area of responsibility and assists with the documentation when necessary. Performing project administrative functions such as organise and coordinate meetings, planning sessions and workshops. Ensure relevant accurate distribution of reports to relevant stakeholders. Facilitate approval /sign-off processes. Assist and /or prepare project performance reports, dashboards and /or presentations to provide a comprehensive view of a project. Handle general project communication and administration activities. **ENQUIRIES: Ms I.S Maisane 010 900 1154 or Mr M. Maboe 010 900 1168**

Mr CK Wee

Principal: Gauteng CET College

Date: 2023/09/06