

## **ADVERTISEMENT (COUNCIL Appointment – Temporary)**

**APPLICATIONS ARE AWAITED FROM SUITABLY QUALIFIED PERSONS FOR APPOINTMENT IN THE FOLLOWING POSITION:**

**Facilitator:** Information Communication Technology (NQF 3 – NQF 4)

**Location:** Kathu Campus - Ref nr. NCRTVET/ BUSINESS UNIT 01/2020

The successful candidate must meet the following minimum criteria (skills/competencies):

- Matric/ Grade 12 or Vocational Equivalent (NTC 4 – 6)
- Unit Standard 117871 – Facilitate Learning
- Unit Standard 115753 – Conduct Assessment will be an advantage
- Must be Subject Matter Expert qualified in the Field of Information Communication Technology for ICT Level 3: SAQA ID 61591
- Competence: Computer Littered, Report Writing, Organising and Management
- Unit standards 114215 and 117877: Workplace Mentoring and Coaching of Learners will be an advantage
- Certificate in Occupational Directed ETD SAQA ID 50334 will be an advantage
- K53 Driver's License

### **FUNCTION ROLES AND TASK**

- Plan and deliver facilitation sessions and working according to the contracted training schedule.
- Prepare, collect and provide learning material to learners.
- Prepare lesson plans according to facilitator guides or curricula.
- Conduct course administration and submit records to Unit manager
- Compile training registers and keep it safe until submitted to the admin section.
- Completed Portfolios of learning with learners and ensure that a POE is collected for each learner.
- Ensure that Log Books are completed and signed-off.
- Ensure Training Attendance Registers are signed-off.
- Ensure Formative and Summative Assessment are conducted according to the course outline.
- Assessment POE's where appointed and provide feedback reports to learners.
- Ensure Stipend documentation are completed and submitted to the training section.

**CLOSING DATE FOR APPLICATIONS:                      Friday, 28 February 2020 at 13:00**

Submit your comprehensive CV and original certified copy of ID document and qualifications. Must be delivered by hand at the following address: The Business Unit, NCR TVET College, 06 Morant street, Upington, quoting the reference number above for the attention: The Unit Manager. No faxes, email or any other form of submissions will be accepted.

Enquiries: Mrs M.M Reed

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