ADVERTISEMENT

(PERSAL Appointment - Full Time Permanent)

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

Senior Lecturer: on PL2 (Business/Office Administration) Business Studies
with basic salary between R452 649,00 and R532 572,00 per annum.

Location: Kuruman

Post Reference No: NCRTVET/731/10/2026/LEC/BS/KUR/02

The NCR TVET College is looking for a qualified and dedicated Business and Office Management Lecturer to facilitate training and practical instruction within National Certificate Vocational (NCV) levels and Quality Council for Trades and Occupations (QCTO) programmes. This is a full-time position on Post Level 2.

Minimum Requirements:

Appropriate recognized Professional qualification in Education.
Appropriate recognized Bachelor's degree/National Diploma (NQF Level 6) or equivalent qualification in Business Management or Office Administration
Minimum 1/One year of experience in related field.
Digital literate and competent in Word/Excel/PowerPoint/Outlook/Teams.
SACE Registration or valid proof of application for SACE Certificate.

Recommendations:

Knowledge:

Curriculum Management: Deep understanding of the NCV and Occupational Qualification curricula for Business and Office Management.
TVET Sector Policies: Thorough knowledge of all relevant national and institutional policies, including those from the Department of Higher Education and Training (DHET).
Assessment and Quality Assurance: Expertise in ICASS (Internal Continuous Assessment), external examination processes, and quality assurance protocols.
Subject Expertise: In-depth knowledge of Business and Administration principles, including management, finance, marketing, and office procedures.

Skills:

Leadership and Mentoring: Proven ability to lead, mentor, and motivate a team of lecturers.
Curriculum Planning: Ability to implement curriculum strategies and manage departmental resources.
Advanced Communication: Exceptional verbal and written communication skills for reporting, presentations, and stakeholder engagement.
Problem-solving and Decision-making: High-level analytical and problem-solving skills to address academic and administrative challenges.
Administrative Proficiency: Strong organizational, administrative, and data management skills.
Computer Literacy: Advanced proficiency in Microsoft Office suite and other relevant software.

Experience:

A minimum of 2 years of teaching experience in a TVET college or similar tertiary institution.
Proven leadership experience, such as a Subject Head or Coordinator role, for at least 1 year.
Experience in curriculum review, and implementation.
Track record of successfully mentoring junior lecturers and overseeing academic quality.
Experience in managing academic performance and ensuring compliance with institutional policies.

Additional Qualifications or Experience:

Academic Qualification: A Bachelor's Degree or National Diploma (NQF Level 6 or higher) in a relevant business or management field.
Professional Qualification: A recognized teaching qualification such as a Postgraduate Certificate in Education (PGCE) or a relevant TVET-specific teaching diploma.
Professional Registration: Current and valid registration with the South African Council for Educators (SACE).
Other Certifications: Assessor and/or Moderator certificates are an added advantage.

Key Result Areas:

Teaching and learning Delivery

Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision.
Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching.
Maintain student attendance registers and produce student progress reports.
Monitor the provision of resources to libraries and/or access to IT facilities appropriate to the subject requirement and advise on these requirements.
Monitor and report on student engagement and responsiveness to teaching activities.

Assessment

Assess students by setting and marking exams and evaluating completed projects.
Ensure that work is set and assessed consistently, in line with OBE principles and the College Assessment policy and complete all related administrative records or reports.
Lead and/ or co-ordinate subject related assessment and moderation committees.
Maintain all assessment records of student progress and performance.

Subject Development

Set subject related standards and maintain up to date knowledge of industry trends in subject area.
Participate in INSET courses and contribute subject specific teaching enhancements.
Revise instructional material and advice on new content based on current industry trends. Mentor junior colleagues in new content requirements.
Represent the subject area at "open days" and other promotional events. Providing guidance and work-related insights to students, parents and general community.

Teaching Administration

Maintain register of all textbooks/ tools allocations and check returned textbooks/ tools (ensuring charges for loss or damages).
Submit annual and term estimates of material needs (including consumables) for the subject to Head of Department.
Report on or facilitate the maintenance of equipment and/or workshops.
Comply with all registration, assessment and other data entry requirements.
Participate in regular departmental meetings, informing colleagues of all matters pertaining to student performance in own subjects.

Student Guidance and Support

Devise academic support programmes for subject area if needed.
Support students on an individual basis through academic or personal difficulties and liaise with other professionals within Student Support Services as needed.
Manage student behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour of learning disruption.

CLOSING DATE FOR APPLICATIONS: Friday, 20 November, 2026

Only fully completed and online submitted applications, on the relevant website provided, are valid applications that will be accepted as an official application. You can use the following link to apply for this position:
https://ncrz83.ngnscan.co.za/
No physical/written/emailed application may be submitted for this position, in which case such applications will be discarded and excluded from the Recruitment and Selection processes.

Enquiries: Mr. PJ Reyneke (Tel: 0871882060)

PLEASE NOTE THE FOLLOWING:

The College is an equal opportunity, affirmative action employer.
Disabled persons with the relevant qualifications are encouraged to apply for this position.
The prescribed Z83 application form as well as your comprehensive, up-to-date CV must be completed and uploaded online when applying for this position. Incomplete and unsigned Z83 forms and the absence of a comprehensive, up-to-date CV, will disqualify your application.
Correspondence will only be entered into with candidates that were short-listed.
Applications received after the closing date and time will not be considered for the post.
By applying, the applicant agrees and accepts that it is at the sole and absolute discretion of the NCR TVET College to shortlist or not to shortlist the applicant regarding any vacant post at any site of the employer.
If there is no response received within 3 months after the closing date, please regard your application as unsuccessful.
The NCR TVET College reserves the right not to fill this post.