ADVERTISEMENT

(PERSAL Appointment - Full Time Permanent)

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

Lecturer: on PL1 (Management Assistant (QCTO)) Business Studies
with basic salary between R281 319,00 and R450 471,00 per annum.

Location: De Aar

Post Reference No: NCRTVET/770/10/2026/LEC/BS/DAR/03

The NCR TVET College is looking for a dedicated and knowledgeable Management Assistant Lecturer to facilitate occupational training within our Quality Council for Trades and Occupations (QCTO) programmes. This role involves delivering both theoretical instruction and practical workplace-simulated training to equip learners with office administration and secretarial competencies. This is a full-time position on Post Level 1.

Minimum Requirements:

Appropriate recognized Professional qualification in Education.
Appropriate recognized REQV 13 qualification (M+3), such as a Degree, Diploma or National N Diploma (NQF Level 6) in Management Assistant, Office Management and Technology, Business Management, or an equivalent Business Studies qualification
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:

Comprehensive understanding of QCTO curriculum structures, occupational qualifications, Knowledge Modules (KM), Practical Skills Modules (PM), and Workplace Experience Modules (WM).
In-depth understanding of Management Assistant core subjects including Information Processing, Office Practice, Communication, Entrepreneurship, and Computer Practice.
Sound knowledge of the National Qualifications Framework (NQF), South African Qualifications Authority (SAQA) standards, and National Accredited Technical Education Diploma (NATED) transition frameworks.
Familiarity with occupational assessment policies, Internal Assessment Quality Assurance (IAQA), and the External Integrated Summative Assessment (EISA) requirements.
Working knowledge of legislative frameworks governing public TVET colleges, including the Continuing Education and Training (CET) Act, Employment of Educators Act, and Occupational Health and Safety (OHS) regulations.

Skills:

Instructional and facilitation skills to deliver interactive theoretical lessons and guide practical, simulated office tasks.
Technical keyboarding and document production skills, with the ability to teach speed typing, document formatting, and advanced word processing functions.
Assessment design and moderation skills, capable of compiling Formative Assessment tasks, logbooks, and learner portfolio of evidence (PoE) records.
Classroom and resource management skills, ensuring efficient utilization and safeguarding of computer laboratories and office equipment.
Strong interpersonal and administrative skills for student performance monitoring, record-keeping, and stakeholder communication.

Experience:

2 Years of practical workplace experience in an office administrative, executive secretarial, or management support

role.
Proven experience in facilitating training, tutoring, or lecturing business and secretarial subjects at a recognized institution or training centre.
Practical experience in preparing and assessing learner Portfolios of Evidence (PoE) within an outcomes-based or occupational learning environment.

Additional Qualifications or Experience:

Formal registration as a QCTO or Services SETA Constituent Assessor and/or Moderator.
Over 3 years of supervisory or executive administrative experience in a corporate or public sector environment.
Hands-on experience with digital learning management systems (LMS) and modern e-learning tools used in blended learning environments.

Key Result Areas:

Prepare lesson plans and lecture students in compliance with the College Annual Academic Plan, the Campus timetable and the College Quality Management System.
Facilitate general academic and career development of students.
Participating in student's extra-curricular activities. Promotes the holistic development of students.
Assist in assessing progress in advancing the curriculum in developing students
Assist with recruitment, registration and induction of students.
Identifying gaps in learning, curriculum or any related developmental obstacles and advice accordingly.
Create a conducive classroom environment and ensure efficient classroom management and discipline of students.
Assess students, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures.

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.