ADVERTISEMENT

(PERSAL Appointment - Full Time Permanent)

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

Lecturer: on PL1 (ICT and Digital Applications) Business Studies
with basic salary between R281 319,00 and R450 471,00 per annum.

Location: Namaqualand

Post Reference No: NCRTVET/777/10/2026/LEC/BS/NAM/06

The NCR TVET College is looking for a skilled and dedicated Information and Communication Technology / Computer Applications Lecturer to facilitate learning in digital workplace skills, computer applications, and occupational programmes. The successful candidate will guide students through essential digital competencies including Microsoft Office applications, digital information management, and electronic document handling to prepare them for modern administrative and technological environments. This is a full-time position on Post Level 1.

Minimum Requirements:

Appropriate recognized Professional qualification in Education.
Appropriate recognized qualification at NQF Level 6 or higher (REQV 13 / M+3) in Information Technology, Computer Science, Information Systems, Business Information Systems, Computer Applications, Information and Communication Technology, Office Administration, Business Administration, or a related field.
Minimum 1/One year of experience in related field.
SACE Registration or valid proof of application for SACE Certificate.
Digital literate and competent in Word/Excel/PowerPoint/Outlook/Teams.

Recommendations:

Knowledge:

Comprehensive understanding of QCTO curriculum structures, occupational qualifications, Knowledge Modules (KM), Practical Skills Modules (PM), and Workplace Experience Modules (WM).
Sound knowledge of computer applications, information technology, Microsoft Office / Microsoft 365 applications, and digital workplace systems.
In-depth understanding of information and document management, data capturing, information processing, electronic communication, and digital records management.
Familiarity with internet resources, online information resources, information security, confidentiality, cybersecurity awareness, and digital citizenship.
Understanding of workplace productivity technologies, basic computer hardware, and troubleshooting principles.
Working knowledge of assessment principles, lesson planning, student support, occupational education, and relevant QCTO occupational programme requirements.

Skills:

Practical technical competence in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, and Microsoft Teams or equivalent collaboration platforms.
Proficiency in internet and web-based applications, electronic document management, data capturing, spreadsheet management, and presentation development.
Strong instructional and facilitation skills, including the ability to explain technical concepts clearly and teach students with different levels of computer literacy.
Technical problem-solving skills covering online research, digital communication, file and folder management, cloud-based applications, and basic computer troubleshooting.
Excellent organizational, administrative, planning, time-management, assessment, and feedback skills.

Experience:

2 to 3 Years of relevant practical and/or teaching experience in ICT, computer applications, computer literacy training, office administration, business administration, or information/data management.
Proven practical experience in teaching or facilitating within a TVET or structured training environment, including student assessment and moderation.
Hands-on experience working with computerised office systems and preparing students for digital workplace requirements.

Additional Qualifications or Experience:

Possession of an assessor qualification, moderator qualification, or an Occupationally Directed Education, Training and Development (ODETDP) qualification will be an added advantage.
Relevant industry certifications in Microsoft Office, ICT, or related technologies will be an added advantage.
Experience in a TVET College environment, working with QCTO occupational qualifications, and implementing Knowledge, Practical, and Workplace Modules will be an added advantage.
Experience in developing assessment instruments, marking guidelines, formative and summative assessment, learner remediation, and academic support will be an added advantage.
Prior experience in Office Administrator, Management Assistant, Public Service Administration, or related occupational programmes, alongside additional knowledge of SharePoint, databases, Google Workspace, networking, or artificial intelligence tools will be an added advantage.

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.