

<b>Job Title:</b>	Lecturer: Film and Television Production- 2 Year Fixed-Term Contract (1 Post)
<b>Organisation:</b>	NEMISA
<b>Department:</b>	Television and Broadcast
<b>Location:</b>	Gauteng Parktown
<b>Salary Range:</b>	Grade 9
<b>Upward Reporting Relationships:</b>	Head of Broadcast
<b>Reference Number:</b>	<b>NEM-01/11/2018</b>

### MAIN PURPOSE OF JOB

To plan, prepare and conduct the facilitation and assessment of learners to ensure learning development and the delivery of relevant qualifications.

### JOB OBJECTIVES

- Prepare, provide, and facilitate in accordance with television production qualification (SAQA ID: 61450 and 58394)
- Conduct formative and summative assessment activities
- Travel and participate in short courses conducted off NEMISA Campus
- Participate in research, course material design and curriculum development pertaining to unit standards in the qualification
- Maintain, manage and administer learner records and results
- Monitor learner progress and provide academic and learner support towards learner competency
- Maintain professional development in the industry through affiliations, practical work, research, presentations and conferencing.

### Education: Formal Qualifications

*Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.*

<b>Level of Education:</b>	<b>Minimum:</b>	<b>Ideal:</b>
	<ul style="list-style-type: none"> <li>• Three year National Diploma/ Degree in Film &amp; Television or Media Studies or equivalent qualification at NQF Level 6</li> <li>• MICT SETA Assessment Accreditation</li> <li>• Network of studio contacts</li> <li>• Valid driver's licence</li> </ul>	<ul style="list-style-type: none"> <li>• Moderator accreditation</li> </ul>

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545 Auckland Park, Johannesburg 2006, [www.nemisa.co.za](http://www.nemisa.co.za)

Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhalihi; Mr Phuti Phukubje and Mr Lucas Mello  
Executive Directors: CEO (Vacant): Mr Thilivhali Ramawa (CFO)  
Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



### Job related Work Experience

*Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.*

#### Minimum:

- 3-4 years practical work experience in the industry
- 2-3 years' experience of mentoring, coaching or facilitation

#### Ideal:

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### Job related Knowledge

*Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.*

- Knowledge of relevant legislation, regulations and policies applied in the industry
- Advanced knowledge of Microsoft office suite
- Analytical Skills
- Good Communication skills (written and verbal)
- Report writing skills
- Good communication skills
- Computer literate

### Competency requirements

- Analysis and Problem Solving
- Strategic thinking
- Planning and organising
- Logical reasoning
- Critical judgement
- Decisiveness
- Information gathering
- Initiative
- Emotional maturity
- Commercial Acumen
- Flexibility
- Communication (Written and Verbal)
- Impact and influence
- Emotional maturity
- Results and quality focus
- Detailed focus

#### Important note:

- Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: [Lecturer-television@nemisa.co.za](mailto:Lecturer-television@nemisa.co.za)
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **16 November 2018 (16:00pm)**.

*We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.*