

<b>Job Title:</b>	Lecturer (Facilitator/Assessor) Interactive Media (Web Development/Authoring) 12 months contract
<b>Organisation:</b>	NEMISA
<b>Department:</b>	Graphic Design and Animation
<b>Location:</b>	Parktown, Johannesburg
<b>Salary Range:</b>	Grade 9
<b>Upward Reporting Relationships:</b>	Head of Department: Animation & Graphic Design
<b>Reference Number:</b>	NEM-05/03/2020

### MAIN PURPOSE OF JOB

To plan, prepare and conduct the facilitation and assessment of learners to ensure learning development and the delivery of e-Astuteness programmes for ICT Sector

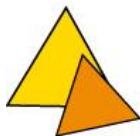
### JOB OBJECTIVES

- Perform teaching duties, including tutorials and seminar; supervises research, practical work and placements; counsel on projects and other academic activities; as well as promotes the well-being of students.
- To maintain a norm of 20 hours of class contact a week. To facilitate and train modules associated with the registered qualification. To provide academic and consultative support to learners in their activities. To develop learning materials associated with registered standard.
- Assess student on a continuous basis, set and evaluates assessments and examination within established time-frames. To develop assessment tools/instruments associated with registered standards.
- To lead, plan and carry out assessments associated with the qualification. To lead, plan and carry out assessments associated with the qualification.
- Seek to improve their teaching performance through appropriate means, including giving due consideration to feedback from students.
- Collaborate with the Head of Department and other members of the division in drawing up and implementing the strategic plan / objectives of the division, developing courses and teaching materials or aids.
- Through the Head of Department, advise NEMISA on the acquisition of resources needed for teaching and research.
- Participate in a collegial manner in the administration of academic affairs at department levels.
- Undertake original individual and collaborative research leading to significant advances in their field and its publication in nation or international refereed journals and books.
- To engage with Head of Department on strategic matters related to Department
- Participate in regular division meeting to engage with division members
- To submit monthly reports to Head of Department. Draw up regular divisional reports
- Participate in meetings related to the department and at any other meetings of institution congruent with the post.
- Participate in the organisation of courses in the area of specialisation in collaboration with other department and NEMISA staff.
- Review duties regularly with the head of department and other members of department and discuss ways of using performance.

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: Ms Molebogeng Leshabane (Chairperson); Ms Thobeka Buswana; Mr Melvyn Lubega; Mr Lionel Adendorff; Ms Nomonde Hlatshaneni; Prof Christian Adendorff; Ms Bongekile Filana  
Executive Directors: Mr Treveen Rabindhnath (Acting CEO); Mr Thilivhali Ramawa (CFO)  
Company Secretary: FluidRock Advisory (Pty) Ltd (Acting Company Secretary)

Reg no. 98/14825/08



- Involve himself/herself in the national development of the country, particularly in their area of specialisation.
- Maintain contact and collaboration with peers in other universities and academic institutions and keep abreast of recent advances in their field

**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> <ul style="list-style-type: none"> <li>• Diploma/Degree: in specialist area, professional qualification, educational qualification</li> </ul>	<b>Ideal:</b> <ul style="list-style-type: none"> <li>•</li> </ul>
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**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.*

<b>Minimum:</b> <ul style="list-style-type: none"> <li>• Minimum of three years' experience – combination of Industry &amp; Higher Education experience.</li> <li>• Facilitator / Assessor Qualification is an advantage</li> <li>• Information Science, Information Systems, Web Development, Web Design, Dreamweaver, Flash and Action Scripting</li> </ul>	<b>Ideal:</b> <ul style="list-style-type: none"> <li>•</li> </ul>
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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.*

- Collegiality
- Development of Self and Others
- Student and Stakeholder Orientation
- Quality Commitment
- Decision-making, Judgment and Critical Thinking
- Innovation and Creativity



### Competency requirements

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

#### Important note:

Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to:

[HR5@nemisa.co.za](mailto:HR5@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: **27 March 2020** (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.*