

Job Title:	Lecturer (Facilitator/Assessor) Interactive Media (Web Development/Authoring) 12 months Fixed Term Contract
Organisation:	NEMISA
Department:	ANIMATION & GRAPHIC DESIGN
Location:	PARKTOWN, Johannesburg
Salary Range:	Level 9, notch 1 R459 255 per annum
Upward Reporting Relationships:	Head of Department: Animation & Graphic Design
Reference Number:	NEM2-11/07/18-LEC WEB DEV

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.

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

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: Ms Mymoena Ismail (CEO); Mr Thilivhali Ramawa (CFO)
Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



- 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.
- 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

Level of Education:

- Diploma/Degree: in specialist area, professional qualification, educational qualification
- Minimum experience of 3years – combination of Industry & Higher Education experience.
- Facilitator / Assessor Qualification is an advantage

Job-Related Knowledge

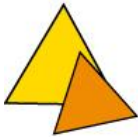
Job related knowledge is typically gained through formal or informal training programs (this exclude programs through which Forma Qualification are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

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

Job-Related Skills

Job-related skills are typically gained through formal or informal training programs. (This exclude programs through which Formal Qualifications are attained. Skills refer to how to do things. They are demonstrated in the application of techniques and procedure.

- Communication
- Interpersonal Skills



Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to:
Recruitment@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: 17 July 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, provided that this supports achievement of our Employment Equity goals.