

Job Title:	Drawing Tutor (Facilitator Assessor): 2D Animation (Traditional & Digital) – (Fixed-Term Contract) - 1 year
Organisation:	NEMISA
Department:	ANIMATION & GRAPHIC DESIGN
Location:	PARKTOWN, Johannesburg
Salary Range:	Level 5, Notch 1
Upward Reporting Relationships:	Head of Department
Reference Number:	NEM4-21/02/2019

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

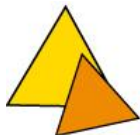
JOB OBJECTIVES

Performs:

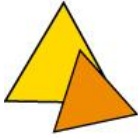
- The Facilitation, Assessment of Learning Programmes:
Animation Drawing, Animation Principles, Animation Production
- The Development of Learning Programmes
- Administration related with the Learning Programme
- Participates in Academic Citizenship

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 Lucas Mello
Executive Directors: Mr Phuti Phukubje (Acting CEO); Mr Thilivhali Ramawa (CFO)
Company Secretary: FluidRock Advisory (Pty) Ltd (Acting Company Secretary)

**Main duties and responsibilities:**

1. Perform teaching duties, including tutorials and seminars; supervises research, practical work and placements; counsels on projects and other academic activities; as well as promotes the well-being of students;
2. 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 standards;
3. Assess students on a continuous basis, sets and evaluates assessments and examinations within established time-frames. To develop assessment tools/instruments associated with registered standards;
4. To lead, plan and carry out assessments associated with the qualification. To lead, plan and carry out assessments associated with the qualification;
5. Seek to improve their teaching performance through appropriate means, including giving due consideration to feedback from students;
6. 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;
7. Through the Head of Department, advise NEMISA on the acquisition of resources needed for teaching and research;
8. Participate in a collegial manner in the administration of academic affairs at department levels;
9. Undertake original individual and collaborative research leading to significant advances in their field and its publication in national or international refereed journals and books;
10. To engage with Head of Department on strategic matters related to Dept;
11. Participate in regular division meetings to engage with division members;
12. To submit monthly reports to Head of Department. Draw up regular divisional reports;
13. Participate in meetings related to the department and at any other meetings of the Institution congruent with the post;
14. Participate in the organisation of courses in the area of specialisation in collaboration with other department and NEMISA staff;
15. Review duties regularly with the head of department and other members of department and discusses ways of improving performance;



16. Involves himself/herself in the national development of the country, particularly in their area of specialisation.
17. Maintain contacts and collaboration with peers in other universities and academic institutions and keeps 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.

Level of Education:

- Matric/ Grade 12
- National Certificate: in specialist area, professional qualification, educational qualification

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 experience of 3 years – combination of Industry & Higher Education experience

Desired:

- Facilitator/Assessment Training
- Animation Drawing, Animation Principles; Character Animation

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.

and

Job related Skills

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



- ❑ **Communication:** To promote communication between individuals and groups and to present thoughts and ideas in a clear and concise manner appropriate to the client's needs and expectations.
- ❑ **Interpersonal Skills:** To interact with colleagues, students, peers, and stakeholders in a way that facilitates mutual understanding, respect, and cooperation.
- ❑ **Collegiality:** To exercise collegiality in groups, project teams, departments and field of expertise by proactively dealing with the risks and ambiguities of an ever-changing environment.
- ❑ **Development of Self and Others:** Creating a supportive environment in which people are prepared to explore and grow in order to achieve a high level of self development — both academically and personally.
- ❑ **Student and Stakeholder Orientation:** To plan and conduct academic practice to ensure that the needs of students (as external clients) and other colleagues and departments (as internal clients) are met.
- ❑ **Quality Commitment:** To ensure defined quality standards are implemented in teaching and learning, research and academic citizenship.
- ❑ **Decision-making, Judgement, and Critical Thinking:** To accept responsibility for making decisions and recommendations at the appropriate level, arrive at logical conclusions based on all the relevant information and deal with situations sensibly. To organize work and activities in a professional and logical manner, to ensure effective meeting of targets and objectives.
- ❑ **Innovation and Creativity:** To be inventive and imaginative in teaching, research, and citizenship; to be able to originate, bring in new methods and ideas, and suggest and make creative and innovative changes to established ways of operating.

Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: drawingtutor@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: **28 February 2019 (16:30 PM)**

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.