

Advertisement	
THE PURPOSE OF THIS ADVERT IS TO SECURE 1 X FIXED TERM FACILITATOR	
Job Title:	Lecturer: Radio Production - 1 Year Fixed-Term Contract
Organisation:	NEMISA
Department:	Broadcast (Radio and Film and Television)
Location:	Gauteng Parktown
Salary Range:	9
Upward Reporting Relationships:	Project Manager: Creative Media
Reference Number:	NEM-29/03/2022

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.

KEY PERFORMANCE AREAS:

- KPA 1: Participate in professional development to advance the Institutes objectives
- KPA 2: Compliance in maintaining ETQA requirements for assessment and accreditation
- KPA 3: Implement operational plans for the 2022_2023 Academic year
- KPA 4: Embrace a culture of Self Development and continued learning

JOB OBJECTIVES

- Prepare, provide, and facilitate teaching and learning in accordance with NEMISA's accredited Radio Production Qualification (SAQA ID: 62069).
- Implement face-to-face and online learning achieving the curriculum outcomes
- Conduct formative and summative assessment activities ensuring that assessments are moderated
- Travel and participate in short courses conducted away from NEMISA Campus
- Participate in research, course material design and curriculum development pertaining to unit standards in the qualification
- Maintain, manage, and administer learner grades, 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.

Level of Education:	Minimum: <ul style="list-style-type: none">• Three-year National Diploma/ Degree in Radio Production or Media Studies or equivalent qualification at NQF Level 6• Assessment Accreditation	Ideal: <ul style="list-style-type: none">• Moderator accreditation
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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.

Minimum:

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

Ideal:

- Participated in Formal Training and Development

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: radiolect@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: Friday, **01 April 2022 (16:30)**.

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.