



**ADVERTISEMENT FOR A FIXED TERM CONTRACT FOR THE POSITION OF A HUMAN RESOURCES
LECTURER**

**LECTURER POSITION
HUMAN RESOURCES MANAGEMENT**

The college requires a lecturer in the Humanities Department. The lecturer should be able to plan, prepare and deliver lessons and instructional materials that facilitate active learning which encourage students to develop and fulfill their academic potential.

1. REQUIREMENTS

- Degree/ Diploma in Human Resources Management
- Must be able to teach the following modules
 - Personnel Training N5 – N6
 - Personnel Management N4 – N6
 - Labour Relations N5 – N6

2. RECOMMENDATIONS

- Preference will be given to the candidate with relevant qualifications and teaching experience equivalent to 1 year or more.

3. KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of Human Resources Management
- Ability to work independently and under pressure
- Proficiency in writing and speaking English and good communication and interpersonal skills
- Problem solving skills with regards to subjects areas
- Computer literacy (MS Office, MS Word, Outlook, MS Excel and MS PowerPoint)

4. DUTIES

- Plan, prepare and deliver lessons according to lesson plans.
- Develop schemes of work, lesson plans and assessment tasks that are in accordance with established procedures.
- Classroom management and control.
- Maintain discipline in accordance with the rules and disciplinary system of the institution
- Monitor learners progress and attendance and provide appropriate feedback
- Develop Marking guidelines for Assessment tasks.
- Ensure tasks are moderated, marked and recorded.



DENVER TECHNICAL COLLEGE OF SOUTH AFRICA

WE BUILD FOR THE NATION

Reg No 2006/000095/07

Department Of Education Reg No. 2009/FE07/083 | Isett seta Reg. No. LPA/00/2009/07/677

UMALUSI prov Accred No 00509 PA | QCTO NATED/14/0079, QCTO NATED/14/0080

5. **Assumption of duty** : Term 2, Semester 1

6. **Closing date** : 11 April 2022

7. **Enquires**: 012 320 4338/9 (HR)

Applications can be emailed to: info@denvercollege.co.za

8. The completed application form must be accompanied by **Comprehensive Curriculum Vitae** and Certified copies of:

- All educational qualification
- Academic transcript / Record
- Identity document
- Proof of SAQA Verification of **foreign** qualifications (if applicable)
- SACE
- The contact details of three contactable references must be provided, one of whom must be for your present line Manager
- Applications must be submitted via Email, clearly indicate the position applied for.
- All applications should reach the institution before 16:00 hrs on the closing day.