



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

POST: FACILITATOR/ASSESSOR
REF NUMBER: MOT/SKILLS/01/2019
POST LEVEL: 1
CENTRE: CENTRAL OFFICE

MINIMUM REQUIREMENTS:

Grade 12 or an appropriate Degree/National Diploma in Generic Management

RECOMMENDATIONS:

- Computer literacy
- At least 2 years as a facilitator/assessor
- Competency in written and verbal communication

DUTIES:

- Establish clear objectives for all activities and the programme and communicate them to the clients
- Establish and enforce classroom code of conduct to maintain positive learning environment
- Prepare material and training venue for activities
- Plan and deliver curriculum according to the content and standards of the programme
- Adapt training methods and instructional materials to meet clients' varying needs
- Observe and evaluate client's performance, behaviour and social development
- Identify, select and modify training resources to meet the needs of the clients with varying backgrounds, learning styles and special needs
- Provide a positive environment in which clients are encouraged to be actively engaged in the learning process
- Maintain effective and efficient record keeping
- Communicate effectively, both orally and written with clients, co-workers, supervisors and other professionals on a regular basis
- Collaborate with co-workers to enhance the instructional environment
- Meet professional obligations through efficient work habits such as meeting deadlines, honouring schedules and co-ordinating ancillary client services
- Conduct facilitation and assessment
- Visit clients' work place to observe and assess them.

Closing date for application is **26 April 2019** at 13:00. No late applications will be accepted.

ENQUIRIES: MR M KGASAGO

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