




**BLOEMFONTEIN CAMPUS
INTERNAL MEMORANDUM**

TO: Campus managers Academic staff members Lecturers		OFFICE: Bloemfontein campus		
FROM: Mrs SE Odendaal		OFFICE: Campus Manager		
DATE: 10/12/2020		TOPIC: Internal advertisement Temporary lecturer – Business Studies		
URGENT ATTENTION:X	ATTENTION:	REPLY:	FOR INFORMATION:	FOR RECORD:
MESSAGE:				
VACANCY LECTURER: Computer Practice N4 to N6				
MINIMUM REQUIREMENTS	RECOMMENDATIONS	COMPETENCIES		
<ul style="list-style-type: none"> • Appropriate N Diploma/ B degree / equivalent • At least 3 year experience in Teaching Computers & Information Processing • Minimum REQV 13 • SACE certificate 	<ul style="list-style-type: none"> • Teaching qualification • Knowledge of teaching and administration • Excellent computer skills • Assessment experience and knowledge 	<ul style="list-style-type: none"> • Organisational skills • Communication skills • Good human relations • Reliability, loyalty and punctuality 		
Please forward your application form (Z83), Curriculum Vitae and certified copies of your qualifications (not older than 3 months) and Identity document to: Ms M Suping, HR Unit, Central Office, Motheo TVET College				
Enquiries: Mr ID Mokwa (051 411 3009)		Closing date: <u>19/01/2021</u>		
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Prof MDM Phutsisi		12/01/2021		
Principal				