

SENIOR LECTURER: HUMAN RESOURCES

Optimi College is looking for a highly experienced and well-disciplined Lecture to join a team as a Senior lecturer in Human Resource. The successful candidate should have exposure to Lecturing Human Resource.

Requirements:

- NQF Level 07 in Education/ Human Resource Management (essential).
- NQF Level 08 in Education/ Human Resources Management (suggested).
- A minimum of 5 years' experience.
- Must be computer Literate (MS Office, Excel, Word, Outlook, PowerPoint and Moodle is essential).
- Must be excellent in English (verbal and written).
- Must be knowledgeable of the requirements of the various phases of education.
- Own Transport (Beneficial). Must be flexible with working hours.
- SACE registered.
- Must be competent with assessment in fields of study.

Duties:

- Develop and/or facilitate development of subject matter in field of expertise.
- Ensure that learning material is of good quality before submitted to product development division and later to the printers.
- Understand and apply SABPP and the assessment requirements as indicated in the study material and/or facilitators' guides.
- Investigate, research, suggest and apply new trends, products and technologies relevant to the allocated phase(s) of education.
- Develop or facilitate the design of the assessment instructions and guidelines according to the unique needs of the education clients.
- Apply and monitor the application of SABPP and the assessment requirements of the examination boards in the assessment tasks.
- Manage day to day tasks and communicate risks that need to be addressed to line managers.
- Assist with budgeting and remuneration of external collaborators (i.e. subject authors)

The position is based in Cape Town.

Please note that preference will be given to candidates with the required experience.

Kindly send your CV stating the job title in the subject line to recruitment@optimi.co.za

Should you not receive a call from us in 14 days, please consider your application unsuccessful.