

## External / Internal Vacancy

DIVISION: Teaching, Learning and Student Support Services	DEPARTMENT: Centre for Academic Development
POST: Teaching and Learning Facilitator	POST No: 2485 PEROMNES GRADE: 8

### JOB DESCRIPTION:

The main purpose of this position is development of and support for academics in their roles as educators in a higher education context

#### Key Performance Areas include but not limited to:

- Coordinate the implementation of CAD projects and activities in the faculties, namely: License to teach, Blended academic and professional development portal, Curriculum development, Teaching evaluation and Assessor trainings, Teaching with technology, Promotion of teaching excellence, Teaching Fellowship accreditation
- Assist with the initiation and implementation of continuous professional development for academics in Teaching and Learning through consultation with academic departments and staff
- Develop professional development plans for academic staff in the faculties in response to student evaluation of teaching and makes recommendations for improved practice
- Provide advice and support to academics with respect to teaching, learning, curriculum, evaluation and assessment
- Develop web-based teaching, learning and assessment resources for academics
- Facilitate and disseminate innovative pedagogical practices within departments in the Faculties, including using emerging technologies in teaching and learning
- Promote the Scholarship of Teaching and Learning in Faculties
- Assist with the development of policies and procedures
- To undertake any other task or duty as assigned by the Director and/or Executive Director.

### APPLICATION CRITERIA:

#### Qualification and Experience:

- Honours degree (or NQF level 8 equivalent) preferably but not necessarily, in education, and/or post- graduate qualification (NQF level 8) in education is recommended AND a Master's degree in similar relevant field OR progress with a master's degree a similar relevant field
- At least 2 years work experience in key areas of teaching and learning theory and practice in a higher education context
- Experience in an academic development environment in professional development is recommended
- In-depth understanding of learning, teaching and assessment practices

#### Skills and Competencies:

- Ability to establish professional working relationships with faculty members
- Ability to adapt to the diverse learning needs of adult learners
- Interpersonal, conflict management, communication (verbal and written), report writing and presentation skills
- Ability to work independently and as a member of a team
- Detail-oriented with strong organisational, administrative and management skills
- Self-driven, ability to prioritise multiple tasks and to achieve deadlines
- Ability to use technology to communicate with students and staff and to facilitate learning
- Proficiency in Microsoft Office suite (Word, Excel and PowerPoint)

Closing data for applications: 22 June 2021

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[www.vut.ac.za](http://www.vut.ac.za)



Submit CVs via e-mail to [recruitment@vut.ac.za](mailto:recruitment@vut.ac.za).

**Please Note:** The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore, people from designated groups are encouraged to apply. If you are not contacted within six weeks after the closing date, please accept that your application was unsuccessful.

