



DIVISION: E-Learning

DEPARTMENT: CAD

POST: Instructional Technologist

POST N°: 2119

PEROMNES GRADE: 08

JOB DESCRIPTION: The main purpose of the position is to promote and support the use of emerging digital and other educational technologies in learning and teaching. The aim is in institutionalising the use of technology in Teaching and Learning working closely with lecturers/faculties in developing teaching and learning materials for both online and blended learning environments.

Key performance areas include but are not limited to:

- Implement learning technology interventions for all 4 faculties of VUT that may lead to research publications of innovative practices. Analyse learning related data and produce reports related to the use of LMS and other ICTs for teaching and Learning
- Develop interactive activities and quizzes in the LMS based on the technology enhanced strategy
- Develop curricula based on institutional online standards
- Consult with lecturers and administrators to identify ways to improve the use of technology in the classroom
- Develop technology programs for specific student needs, such as advanced learning, tailoring courses for those with learning disabilities
- Implement and maintain computer networks as well as technology-based learning hardware and applications
- Utilise data analytics to inform best practice
- Design, develop and deliver workshops and training to faculties and staff in the use of instructional technologies and educational best practices; maintains records
- Facilitates the Blended Learning courses

APPLICATION CRITERIA:

Qualification/Experience:

- Postgraduate Diploma/Honour's degree (NQF level 8) in information technology, education, instructional design or instructional technology or related field
- Minimum experience of two years in an instructional design / technology environment in higher education and professional designing for blended learning environments
- In-depth understanding curriculum development processes, learning theories, technology instructional design strategies
- A Post Graduate Diploma in Teaching and Learning with Technology or Academic Development will be an added advantage.
- Experience with learning management systems (LMS), multimedia tools, and educational software (e.g. Blackboard and EON)
- Experience in designing and developing engaging learning materials aligned with educational objectives
- Experience in the use of various technology educational teaching tools

Skills:

- Knowledge of learning theories and instructional design models
- Facilitation and report writing
- Processes and standards for planning and implementing instructional design and development.
- Instructional technology media and materials development and implementation principles
- Ability to adapt to diverse learning needs.
- Computer literate
- Detail-oriented with strong interpersonal, organizational, and management skills
- Self-driven; able to set own deadlines and prioritize multiple tasks.

- Ability to work independently and as a member of a team
- Maintain confidential materials and student information
- Ability to establish positive and respectful working relationships with students and staff

CLOSING DATE FOR APPLICATIONS: 22 January 2023

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za <https://www.vut.ac.za/wp-content/uploads/2023/03/VUT-Application-for-Employment-form-Final-002.pdf>
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment6@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Practitioner: Ms Teresa Martins, Tel 016 950 9327/ email address: teresam@vut.ac.za

HR Business Partner: Mr Judas Mabilu, Tel 016 950 9136 / email address: judasm@vut.ac.za

Please Note: 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 submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

