



Division: Staff Development

Department: Centre For Academic
Development (CAD)

Post: Sepedi Language Practitioner
3 years externally funded fixed term contract

POST N^o: 2479
PEROMNES GRADE: 8

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- The Language Practitioner will be responsible for the implementation of the Sepedi language development and usage in VUT.
- The incumbent must ensure Sepedi language promotion and implement language research programs.
- The incumbent must also liaise and support language programmes from NLBs and NLU within the region whenever necessary.
- The incumbent will be responsible for translation project (English/ Sepedi) that the unit or any other unit within VUT embarks upon.
- The language Practitioner will partake in all the verification meetings that involve translation work.
- The Language Practitioner will also transcribe (English /Sepedi) work assigned to him/her.
- The Language Practitioner will also provide subtitles to audio or video recorded sessions (e.g. lecturer, presentation, VC's speech , etc.) as and when required.
- The Language Practitioner will design, develop, and facilitate the high-quality Sepedi modules for the communication.

Application Criteria:

Qualifications and Experience:

- M.A in Translation Studies/ Linguistics or a similar relevant field or progress with a Master's Degree in a similar relevant field.
- At least 2 year's work experience in a translation in a relevant environment.
- Experience in Higher education environment is recommended.
- An understanding the role of African Language Development in institution of higher learning.
- Familiarity with national legislation on the development of indigenous languages .
- Familiarity with national and international research literature on the development of indigenous languages is advantageous.

Skills and Competencies:

- Excellent oral and written communication skills in Sepedi and English
- Ability to produce quality translation work.
- Ability to interpret for teaching and learning purposes.
- Ability to transcribe in Sepedi and English
- Ability to establish professional working relationships with students and staff.
- 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.
- Proficiency in Microsoft Office suite (Word, Excel and PowerPoint)

Closing date for applications: 27 May 2024

Applications should include:

1. A fully completed prescribed application form which can be obtained from:
<https://www.vut.ac.za/wp-content/uploads/2023/08/Application-of-Employment-Form-updated.pdf>
2. A detailed curriculum vitae (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 recruitment1@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 Business Partner: Mr Judas Mabilu, Tel 016 950 9136 / email address: judasm@vut.ac.za

HR Intern: Mr TB Tefu, Tel 016 950 9105 / email address: thokozanit1@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.

