# VAAL UNIVERSITY OF TECHNOLOGY
## Inspiring thought. Shaping talent.

**INTERNAL/EXTERNAL VACANCY**

**2 YEAR CONTRACT**

| DIVISION: Staff Development | DEPARTMENT: CAD |
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| POST: Language Practitioner-Sesotho | POST Nº: 2485<br>PEROMNES GRADE: 08 |
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## JOB DESCRIPTION:

**Key performance areas include but are not limited to:**

- Responsible for the implementation of Sesotho language development and usage in VUT
- Ensure Sesotho language promotion and implement language research programmes
- Liaise and support language programmes from NLBs and NLUs within the region whenever necessary
- Responsible for translation projects (English/Sesotho) that the unit or any other unit within VUT embarks upon
- Partake in all the verification meetings that involve translation work
- Execute any language-related duty as assigned by the Unit Manager
- Transcribe (English/Sesotho) work assigned to him/her
- Provide subtitles to audio or video recorded sessions (e.g. lecturers, presentations, VC's speech, etc.) as and when required
- Design, develop, and facilitate the high-quality Sesotho modules for communication purposes

## APPLICATION CRITERIA:

**Qualification and Experience**

- MA in Translation Studies/Linguistics or a similar relevant field OR progress with a Master's degree in a similar relevant field
- 2 years' experience in a translation environment in higher education or a relevant environment
- Experience of higher education environment will be highly advantageous

**Skills:**

- Computer Proficiency – MS Office
- Understanding the role of Student Academic Support in an institution of higher learning
- Excellent oral and written communication skills in Sesotho and English
- Understand the role of the African Languages Development Unit at VUT
- Excellent understanding and comprehension of the VUT Language Policy
- Ability to produce quality translation work
- Be able to interpret in Sesotho/English for teaching and learning purposes
- Ability to transcribe in English/Sesotho

## CLOSING DATE FOR APPLICATIONS: 24 FEBRUARY 2025

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 recruitment4@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.

**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. <u>Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan.</u> Preference for this position will be for African Male, Coloureds and People with disabilities  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.**



POSITIVE ABOUT PEOPLE WITH DISABILITIES