



DIVISION: Staff Development

DEPARTMENT: CAD

POST: Language Practitioner-Sesotho

POST N°: 2485

PEROMNES GRADE: 08

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Oversee the implementation of Sesotho language development and usage at VUT.
- Liaise with and support language programmes of the NLBs and NLUs within the region, as required.
- Manage translation projects (English–Sesotho) undertaken by the unit or any other unit within VUT.
- 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.
- Participate in all verification meetings involving translation work.
- Perform any other language-related duties as assigned by the Unit Manager.
- Transcribe English–Sesotho material assigned.
- Provide subtitles for audio- or video-recorded sessions (e.g. lectures, presentations, or the VC's speeches), as required.
- Design, develop, and facilitate the high-quality Sesotho modules for communication purposes.

APPLICATION CRITERIA:

Qualifications and Experience:

- An Honours degree in Translation Studies, Linguistics, or a closely related field.
- Progress towards a Master's degree in a relevant field will be an advantage.
- A minimum of 2 years' experience in a translation environment within higher education or a similarly relevant setting.
- Prior experience in the higher education environment will be highly advantageous.

Skills:

- Computer proficiency, particularly in MS Office.
- A clear understanding of the role of Student Academic Support within an institution of higher learning.
- Excellent oral and written communication skills in Sesotho and English.
- A sound understanding of the role of the African Languages Development Unit at VUT.
- Strong knowledge and application of the VUT Language Policy.
- Proven ability to produce high-quality translation work.
- Ability to interpret between Sesotho and English for teaching and learning purposes.
- Ability to transcribe in English/Sesotho.

CLOSING DATE FOR APPLICATIONS: 29 September 2025

Application requirements

1. A fully completed prescribed application form, obtainable from www.vut.ac.za.
2. A detailed curriculum vitae (explicitly stating relevant experience or knowledge in the fields mentioned above).
3. Certified copies of all academic records and certificates or degrees.
4. A certified copy of your South African identity document.
5. Current contact details of referees.
6. Applications must be emailed to recruitment4@vut.ac.za. Please quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications, or applications submitted without the application form and required supporting documents, will be disregarded.
8. Only applications submitted using the official VUT application for employment form will be considered.
9. Correspondence will only be entered into with shortlisted candidates. If you do not hear from VUT within three months of the closing date, please regard your application as unsuccessful.

Please note

- By submitting your application, you consent to VUT verifying your qualifications and sharing your personal information with the selection panel and other authorised persons involved in the recruitment process. Candidates with foreign qualifications must submit a South African Qualifications Authority (SAQA) certificate of evaluation. VUT is an equal opportunity and affirmative action employer. In compliance with the Employment Equity Act No. 55 of 1998 (as amended), and in line with its Employment Equity Plan and Recruitment Policy, preference will be given to suitably qualified candidates from designated groups, specifically African, Coloured, and persons with disabilities.
- VUT reserves the right not to make an appointment.

