



FACULTY: Applied and Computer Sciences

DEPARTMENT: Information & Computer
Sciences

POST: Lecturer-ICT Skills

POST N^o: 2212
PEROMNES GRADE: 08

JOB DESCRIPTION:

Key performance areas include but are not limited to:

- Teaching and assessment at Diploma, Advanced Diploma and Postgraduate Diploma levels.
- Curriculum development in the field of specialisation.
- Compilation of learner guides and coursework materials.
- Provision of academic support to students.
- Management of learner-related development and departmental tasks.
- Undertaking research, consultation and community service projects.
- Conducting postgraduate research in the field of specialisation.
- Liaison with industry, including consultation work and collaborative research initiatives.
- Production of accredited research outputs.
- Student and academic administration and reporting in line with assigned responsibilities.
- Assisting with the management of the department's administrative workload.
- Performing ad hoc duties as assigned by the line manager.

APPLICATION CRITERIA:

Qualifications and Experience:

- Master's degree in Administration and Information Management, Office Administration, Business Administration, or an equivalent field.
- Minimum of three (3) years' higher education teaching or relevant industry experience.

Recommendation:

- Lecturing experience at a University of Technology or other Higher Education Institution.
- Accreditation or membership with relevant professional bodies.
- Experience in the use of e-learning platforms.
- Proficiency in Microsoft Office.

Skills:

- Above-average communication and interpersonal skills.
- Initiative and strong ethical integrity.
- Competent organisational and presentation skills.
- Teaching or lecturing experience will be an advantage.

CLOSING DATE FOR APPLICATIONS: 27 October 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.
10. Short-listed candidates will be required to demonstrate their teaching facilitation methodology practically

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.