



## COMMUNICATION LECTURER

Helderberg College of Higher Education (HCHE), a Private Higher Education Institution of the Southern African Union Conference of Seventh-day Adventist, seeks to provide quality Christian education consistent with the Seventh-day Adventist philosophy and tradition. All programmes are accredited with the Council on Higher Education and are registered on the National Qualifications Framework found on the website of the South African Qualifications Authority. The College is also accredited by the Adventist Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities.

The Lecturer will be directly responsible to the Communication Head of Department and the Dean of the Faculty of Arts.

### I. Academic Qualifications

The candidate must have the minimum qualification of a SAQA recognized Honours in Communication (NQF Level 8) **with a specialization in Media**. A Master's degree in Communication (NQF Level 9) will be an advantage.

### II. Experience

The candidate must be competent in teaching undergraduate Communication modules. Experience in the media industry will be an advantage, particularly in the field of Media Production, Video, and Radio.

### III. Skills and Attributes

The candidate must be willing to interact with students on an intellectual, social and spiritual level. He/she must be ready and available to help students individually. He/she must be willing to spend time with students during and/or after normal working hours.

The candidate must have good moral character and ethical ideals in harmony with the teachings of the Seventh-day Adventist Church. She/he will be a baptised member of the Seventh-day Adventist Church in regular standing. The candidate should be fully supportive of the ideals and objectives and educational philosophy of the Church and the College, and actively participate in the programs of the Church and the College. The successful incumbent should be firm whilst serving with compassion; lead with integrity and maturity; be a team player; possess excellent interpersonal and communication skills; and relate well with others, especially young people.

### IV. Responsibilities

1. High level professionalism in the methodical preparation and presentation of lectures, reflecting the integration of faith and learning;
2. Teach modules as assigned and any other academic work as assigned by the Department Head / Faculty Dean. Modules may include: Communication Theory; Media Theory; Media Production: Video; Media Production: Radio; Media Writing; and Media Criticism.
3. Be acquainted with the College's Quality Assurance and Academic Policies and comply with these policies;
4. Engage in research and publishing in the field of expertise;
5. Keep abreast in the field of higher education teaching and learning, and assessment methods;
6. Plan for the assessment of students' work throughout the semester, including the final examinations, in line with the assessment policy of the College;
7. Make use of the Library, suggesting acquisition of materials to improve the library holdings in a particular field of teaching, and advise students on which books and

- other materials would be of value in specific areas of study, thereby inviting creative, critical and independent thinking in students;
8. Support and adhere to the philosophy and academic standards of the College, and encourage students to do likewise;
  9. Punctual submission of requested documents such as class-lists, grade sheets, examinations entrance certificates, module outlines, examination scripts and memoranda, internal and external moderation reports (where applicable), lists of prescribed text-books, etc.;
  10. Participate in a cycle of evaluation which includes regular module evaluations, peer-reviews, and performance appraisal.

#### **V. Study Sponsorship**

Interested applicants holding only a Bachelor's degree in Communication and who have not yet completed a relevant Honours Communication qualification with a Media specialization may apply for a HCHE study assistance sponsorship to enrol for an Honours study programme at an accredited South African institution. Any previous lecturing experience would be an advantage.

#### **Disclaimer:**

Please note that should an applicant be awarded a study sponsorship it is not an offer of employment. The final decision as regards the successful candidate holding an Honours degree, and who will finally be appointed as a Junior Lecturer in the Communication Department, is subject to a selection procedure which includes an interview with all shortlisted candidates, with a recommendation from the Academic Administration Search Committee to Senate.

#### **VI. Remuneration**

Terms of employment will be governed by Helderberg College of Higher Education Working Policy and SAU Working Policy. Remuneration will be in accordance with the Southern Africa Union of Seventh-day Adventists salary scale structure. This includes housing subsidy, medical cover, and pension, amongst others.

#### **VII. To Apply**

A completed application form, cover letter, a detailed *curriculum vitae* containing the current contact details of at least three referees, and certified copies of qualifications should be submitted to: The HR Manager, Helderberg College of Higher Education, P O Box 22, Somerset West, 7129, OR be faxed to +27 (0) 865504624, OR be sent via e-mail to [nyembev@hbc.ac.za](mailto:nyembev@hbc.ac.za). A detailed job description may also be requested via these contact details.

#### **VIII. Closing Date for Applications**

Kindly note that only duly completed applications of applicants who meet the minimum requirements will be considered. The appointment will be informed by the Employment Equity Plan of the College. The College reserves the right to appoint from the list of applicants OR to appoint an individual that has not applied by placing a call, OR to make no new appointment. Only shortlisted candidates will be contacted. Should you not hear from the College within three months of application, please consider the application unsuccessful.

Applications close on **30 September 2019**. Only shortlisted candidates will be contacted.