



### **VACANCY: SUBJECT MATTER EXPERT (HR/ OFFICE SUPERVISOR)**

**Vital College is a QCTO-accredited training company with campuses in Durban, Cape Town & Gauteng.**

We are looking for experienced freelance HR/Office Supervision lecturers for the following academic programme at our Durban North campus:

#### **Occupational Certificate: Office Supervisor (NQF 5)**

Project: A 15-month project requiring the following:

#### **A. Experience in Quality assuring/supplementing instructional material by providing expert input into:**

- Accuracy, correctness, clarity as well as alignment with the curriculum.
- Creation of theory-related practical tasks and assessments.
- Development of additional learning resources such as audio-visual material/ PowerPoint presentations etc.,
- Working with our online team to ensure alignment with our online LMS (Moodle).

#### **B. Lecturing/ Presenting class-based practical tuition:**

- Generally, Saturday classes - 9:30 to 3.30pm – Durban North campus
- Classes 2-3 times per month
- Occasional online support to students
- Marking of assessments and learner feedback
- Linking in with our online team to ensure seamless programme delivery.

#### **Requirements:**

1. Diploma (NQF 6) but ideally a Degree in Human Resource.
2. Non-negotiable: At least 8 years of hands-on experience in a corporate/large office environment in the following fields of HR:
  - Recruitment and selection processes
  - Disciplinary processes
  - Performance management
  - Organizing and coordinating work/office management
  - Coaching and mentoring of personnel
  - Conflict management
  - Internal workplace communications
  - Compliance to legislation, regulations and company procedures
  - Basic office financial and other controls and reporting,

Commencement: October 2024

This project is part-time and is ideal for those working from home, retirees, or even employed individuals with extra time. It's best suited for those with coaching experience who have a keen eye for detail, strong organizational skills, and a commitment to delivering high-quality work.

We do provide training and support. Occasional visits to our centre are required.

Forward CV and any enquiries to: Trishen ([recruitment@vitalonline.co.za](mailto:recruitment@vitalonline.co.za))

Please use referral code in your email subject line. "SME-OC-OS"