



VACANCY

FACULTY OF BUSINESS MANAGEMENT LECTURER

Helderberg College of Higher Education, a private institution of the Southern African Union Conference of Seventh-day Adventists, seeks to provide quality Christian education consistent with the Seventh-day Adventist philosophy and tradition. The institution is registered with the Department of Higher Education and Training, and all programmes are accredited with the Council on Higher Education and 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.

I. Academic Qualifications

The candidate must have:

1. A SAQA recognized Honours (NQF Level 8) or Master's (NQF Level 9) degree in Business Management.
2. A PhD in Management (NQF Level 10) would be an advantage.

II. Experience

A minimum of three years' higher education lecturing experience. He/she must be competent in teaching undergraduate Management modules. Academic exposure to and/or experience in teaching in one or more of the following areas will be an advantage: Business Law, Business Mathematics, Business Statistics, Industrial Relations, and Human Resource Management.

Further, the candidate must be able to provide academic leadership in the Management Department and function as the Programme Coordinator for the BBA in Management programme.

Should the applicant not hold a Master's degree in the relevant specialization area(s), e.g. an MBA or MCom, they should have the intention to complete a masters and doctoral degree in a relevant area as required by the College.

III. Responsibilities

1. Maintaining a high level of professionalism in the methodical preparation and presentation of lectures, reflecting the integration of faith and learning.
2. Teaching modules as well as doing any other academic work as assigned by the Faculty Dean. Modules may include: Production & Operations Management, Diversity Management, Microeconomics, Macroeconomics, Project Management, and Business Strategy.
3. Being acquainted with the institutional Quality Assurance and Academic Policies and comply with these policies.
4. Engaging in research and publishing in the field of expertise.
5. Keeping abreast in higher education teaching and learning, and assessment methods.
6. Planning for the assessment of students' work throughout the semester, including the final examinations, in line with the assessment policy of the College.
7. Making use of the library, suggesting the acquisition of materials to improve the library holdings in a particular field of teaching, advising 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. Supporting and adhering to the philosophy and academic standards of the College and encouraging students to do likewise.
9. The 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. Participating in a cycle of evaluation which includes regular module evaluations, peer-reviews, and performance appraisal.

IV. Remuneration

Salary and ranking will be commensurate with qualifications and experience. Remuneration will be in accordance with the salary structure of the Southern Africa Union of Seventh-day Adventists. This includes housing, medical cover, and pension, amongst others.

V. Skills and Attributes

The applicant 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 applicant must have good moral character and ethical ideals in harmony with the teachings of the Seventh-day Adventist Church. She/he should be a baptised member of the SDA Church in good and regular standing. The applicant should be fully supportive of the ideals and objectives and educational philosophy of the Church and the College, and actively participate in its programmes. 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.

VI. Employment Contract & Remuneration

Terms of employment will be governed by the HCHE Working Policy and SAU Working Policy. Remuneration will be in accordance with the salary scale structure of the Southern Africa Union Conference of Seventh-day Adventists, including a housing allowance and medical and pension contributions, amongst others. It is incumbent upon the applicant to enquire about specific policy provisions of their interest and concern.

VII. To Apply

The following documents must be submitted for a complete application:

- A HCHE application form/employment questionnaire obtained from the College website www.hche.ac.za under Staff Vacancies.
- A cover letter.
- A detailed Curriculum Vitae.
- Certified copies of all qualifications and academic transcripts.
- Certified copy of ID.
- Two professional references, with the referees' consent.
- A reference letter from the church pastor of the congregation where membership is held.
- South African Qualifications Authority (SAQA) verification for any qualifications obtained outside South Africa.

Please submit the above to the Human Resources Secretary, Mrs Jessie Pillay at: hr@hche.ac.za. A detailed job description may be requested via these contact details.

VIII. Closing Date for Applications

Kindly note that only duly completed applications that 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 applicants not hear from the College within three months, please consider the application as unsuccessful. All applications will be processed in accordance with the POPI Act.

Application Closing Date: [15 November 2024](#)

Commencement Date: 6 January 2025