

## **VACANCY FACULTY OF BUSINESS: COMPUTING & BUSINESS INFORMATION SYSTEMS LECTURER**

Helderberg College of Higher Education, 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.

### **I. Academic Qualifications**

The candidate must have at minimum:

- An Honours degree in an IT related field, or in Business with broad coverage of information technology.
- A relevant Master's degree, such as a MCom/MSc in Management Information Systems or IT (Level 9) would be an advantage.

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

### **II. Experience**

- Proficiency in end-user Microsoft application and web-design.
- Three years of teaching experience, particularly in a higher education / tertiary institution, would be an advantage.
- Expertise and competence in teaching undergraduate Computing / IT / Commerce / and/or Office Management modules, for example:
  - End User Computing
  - Excel
  - Pastel
  - IT for Business
  - Information Management Systems for Business
  - Web Design

### **III. Skills**

- Expertise in touch typing, posture, finger placement.
- Competence in:
  - Microsoft Office, i.e. Word, Excel, PowerPoint, and Access.
  - Pastel.
- Knowledge of:
  - Web design & HTML, web hosting, and website publishing.
  - Hard & software / knowledge management / e-business / database management.

### **IV. Attributes**

- A familiarity and willingness to develop proficiency in the application of AI.
- The applicant must possess good interpersonal skills, and be willing to interact with and assist students, lecturers, and staff.
- The applicant must have a moral character and ethical values in harmony with the teachings of the Seventh-day Adventist Church. She/he should be a baptised member of the Seventh-day Adventist Church, in 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 on standards 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.

## V. Responsibilities

1. Well researched methodical preparation and presentation of lectures, both contact and online, reflecting the integration of faith and learning in lecturing.
2. Teach modules as assigned by the Dean of the Faculty, as well as any other academic work assigned by the Dean.
3. Be acquainted with the institutional Quality Assurance and Academic Policies and comply with these.
4. Engage in research and publishing in the field of lecturing as per academic policy.
5. Keeping abreast with higher education teaching and learning, and assessment methods.
6. Conduct the assessment of students' academic work throughout the semester and the final examinations, in line with the Assessment Policy of the College.
7. Assist in 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.
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 academic documents such as module outlines, lists of prescribed text-books class lists, examination entrance certificates, examination scripts and memoranda, internal and external moderation reports, etc.
10. Participating in a cycle of evaluation which includes regular module evaluations, student evaluations, peer reviews, and performance appraisals.
11. Development of new academic programmes in the field of Information Technology and/or Computer Science.

## VI. Employment Contract & Remuneration

Terms of employment will be governed by the Helderberg College of Higher Education 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. This includes housing allowance, 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](http://www.hche.ac.za) under Staff Vacancies;
- A cover letter;
- A detailed Curriculum Vitae;
- Certified copies of all qualifications and transcripts;
- South African Qualifications Authority (SAQA) verification for any non-South African qualifications;
- Two professional references, with referees' consent;
- A reference letter from the church pastor of the congregation where membership is held;
- A certified ID copy.

Please submit the above to the Human Resources Secretary, Mrs Jessie Pillay at:  
[hr@hche.ac.za](mailto: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.

**Closing Date: 20 October 2025**

**Commencement Date: 5 January 2026**

**All applications will be processed in accordance with the POPI Act.**