Tshwane University of Technology

We empower people

Part-Time Lecturers
Faculty of Management Sciences
Department of Business and Information Management Services
Pretoria West campus
Ref : 26M46

The Department of Business and Information Management Services in the Faculty of Management Sciences requires the service of Part-Time Lecturers at Pretoria West campus for the 2027 academic year.

INSTRUCTIONS: Applicants are required to submit, together with the CVs, a fully completed standardised application form from the university intranet as well as recently certified copies of qualifications and Identity Document. Failure to comply with this instruction will disqualify the candidate. Candidates may be subjected to appropriate psychometric testing and other selection instruments.

Critical Performance Areas

- Preparing and conducting lectures and practicals.
- Setting and marking of all assessments.
- General administration duties such as capturing test and assignment marks on ITS.
- Uploading module content on myTUTor.
- Participating in departmental meetings and subject meetings.
- Advanced presentation skills.
- Proven ability in using teaching technology.
- Student consultation.

Minimum Requirements

- Masters (NQF level 9) or Doctorate Degree (NQF level 10) relating to the field of study as stated below.
  For Diploma/Advanced/Postgraduate modules in Contact Centre Management: Minimum of Masters degree (NQF level 9) is required in the field of Contact Centre Management / Management / Business Administration / Customer Relations / Technology.
  For Diploma/Advanced/Postgraduate modules in Administrative Information Management: Minimum of Masters degree (NQF level 9) is required in the field of Administrative Information Management / Business Administration.
- Three (3) years relevant teaching experience and/or (3) years' experience in industry.
- Proficiency in MS Office and other computer programs.
- Full proficiency in English is a prerequisite.

In your application, clearly state for which position/module you are applying for.
Insert a cover letter indicating the position and modules you are applying for.
Send your CV to: MotsokoNJ@tut.ac.za
Enquiries: Ms Motsoko, Tel 012 382 5402
Include: Certified copies of your academic record, qualifications and ID-document.
Only successful applicants receive a part-time salary in accordance with TUT Policy. No additional

remuneration for travel, leave, relocation, etc.

Closing date: 02 November 2026

If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondence will only be entered into with short-listed candidates. The University reserves the right not to make an appointment.

CAMPUS: Pretoria **NUMBER OF HOURS:** 3 hours per week **PRESENTATION:** Day class **GROUPS: 3** **COURSE:** Diploma in Contact Centre Management **CCT105D (PRACTICAL)** Contact Centre Technology I	**CAMPUS:** Pretoria **NUMBER OF HOURS:** 3 hours per week **PRESENTATION:** Day class **GROUPS:** 4 **COURSE:** Diploma in Contact Centre Management **CCT206D (PRACTICAL)** Contact Centre Technology I
CAMPUS: Pretoria **NUMBER OF HOURS:** 3 hours per week **PRESENTATION:** Day class **GROUPS:** 1 **COURSE:** Diploma in Contact Centre Management **CCR105D** Contact Centre Customer Relations I	**CAMPUS:** Pretoria **NUMBER OF HOURS:** 3 hours per week **PRESENTATION:** Day class **GROUPS:** 1 **COURSE:** Diploma in Contact Centre Management **CCR206D** Contact Centre Customer Relations II
CAMPUS: Pretoria **NUMBER OF HOURS:** 3 hours per week **PRESENTATION:** Day class **GROUPS:** 1 **COURSE:** Diploma in Contact Centre Management **CCN316D** Contact Centre Customer Relations III	**CAMPUS:** Pretoria **NUMBER OF HOURS:** 3 hours per week **PRESENTATION:** Evening class **GROUPS:** 1 **COURSE:** Advanced Diploma in Contact Centre Management **CCR107V** Contact Centre Customer Relation IV

CAMPUS: Pretoria **NUMBER OF HOURS:** 3 hours per week **PRESENTATION:** Evening class **GROUPS:** 1 **COURSE:** Postgraduate Diploma in Contact Centre Management **CCR108G** Contact Centre Customer Relation V	**CAMPUS:** Pretoria **NUMBER OF HOURS:** 3 hours per week **PRESENTATION:** Day class **GROUPS:** 2 **COURSE:** Diploma in Contact Centre Management **CCM105D** Contact Centre Management I
CAMPUS: Pretoria **NUMBER OF HOURS:** 3 hours per week **PRESENTATION:** Day class **GROUPS:** 1 **COURSE:** Diploma in Contact Centre Management **CCM206D** Contact Centre Management II	**CAMPUS:** Pretoria **NUMBER OF HOURS:** 3 hours per week **PRESENTATION:** Evening class **GROUPS:** 1 **COURSE:** Postgraduate Diploma in Contact Centre Management **CCM108G** Contact Centre Management V

CAMPUS: Pretoria **NUMBER OF HOURS:** 3 hours per week **PRESENTATION:** Day class **GROUPS:** 2 **COURSE:** Diploma in Administrative Information Management **BAD105D** Business Administration I	**CAMPUS:** Pretoria **NUMBER OF HOURS:** 3 hours per week **PRESENTATION:** Day class **GROUPS: 1** **COURSE:** Diploma in Administrative Information Management **BAD206D** Business Administration II
CAMPUS: Pretoria **NUMBER OF HOURS:** 1.5 hours per week **PRESENTATION:** Day class **GROUPS:** 2 **COURSE:** Diploma in Administrative Information Management **MIT105D** Computer Literacy	**CAMPUS:** Pretoria **NUMBER OF HOURS:** 1.5 hours per week **PRESENTATION:** Day class **GROUPS:** 3 **COURSE:** Diploma in Administrative Information Management **MIT206D** Management Information Technology II
CAMPUS: Pretoria **NUMBER OF HOURS:** 3 hours per week **PRESENTATION:** Day class **GROUPS: 7** **COURSE:** Diploma in Administrative Management **IFA105D (PRACTICAL)** Information Administration I	**CAMPUS:** Pretoria **NUMBER OF HOURS:** 3 hours per week **PRESENTATION:** Day class **GROUPS:** 1 **COURSE:** Diploma in Administrative Information Management **IFA206D (PRACTICAL)** Information Administration II