



**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.
- Completion of a TUT Institutional and Academic Induction Programme is compulsory.

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: 16 October 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