



**Tshwane University
of Technology**

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Position: Part-Time Lecturer x 3: Computer Skills
Faculty: Arts and Design
Department: Visual Communication
Campus: Arts Campus, Pretoria
Ref: 26/J52

The Department of Visual Communication at TUT invites applications for **3 x Part-Time Lecturer positions in Computer Skills for 2027** at the Arts Campus. The Department seeks suitably qualified professionals to support the delivery of Computer Literacy across Visual Communication programmes and to assist students with essential digital skills, Microsoft 365, Apple Mac operating systems and digital workflows relevant to creative practice.

INSTRUCTIONS: Applicants are required to submit a fully completed TUT application form, a CV, recently certified copies of qualifications, a recently certified copy of an Identity Document and, where applicable, a portfolio link for practical module applications. Failure to comply with these instructions may disqualify the candidate. Candidates may be subjected to appropriate psychometric testing and other selection instruments.

MINIMUM REQUIREMENTS

QUALIFICATION

A relevant NQF Level 7 qualification in Computer Literacy, Information Technology, Digital Literacy, Educational Technology, Visual Communication or a related field. Knowledge of Visual Communication, Motion Picture Production, Commercial Photography, Integrated Communication Design or related creative fields will be an added advantage.

EXPERIENCE

- At least two years of teaching and/or research experience at a tertiary institution.
- Related industry experience in computer literacy, digital literacy, information technology or educational technology will be an added advantage.
- Proficiency in MS Office, Microsoft 365, Apple Mac operating systems, file management and digital workflow is essential.
- Experience in teaching computer literacy or digital skills within a creative, visual communication or higher education environment will be an added advantage.
- Proficiency in English is a prerequisite.
- Proficiency in verbal and written communication.

KEY RESPONSIBILITIES

- Prepare and conduct high-quality Computer Literacy lectures across Visual Communication programmes, tailored to students with varying skill levels.
- Use creative and interactive teaching methods to foster student engagement and learning.
- Incorporate modern teaching platforms and digital tools, including myTUTor, Microsoft 365, Apple Mac operating systems and tools relevant to Visual Communication programmes.
- Design, administer and mark tests, assignments and projects in line with module-specific learning outcomes.
- Manage general administration, including recording and capturing marks, uploading documents to myTUTor and maintaining accurate student records.
- Provide student consultation, academic support, mentorship and guidance tailored to individual student needs, and participate in departmental and subject-specific meetings.

KNOWLEDGE, SKILLS AND ATTRIBUTES

Knowledge: Sound knowledge of computer literacy, digital literacy, Microsoft 365, MS Office applications, Apple Mac operating systems, file management, digital workflow, learning technologies, student assessment and student support within a higher education environment.

Skills: Strong presentation, facilitation, communication, planning, assessment, digital teaching, troubleshooting, record-keeping and student support skills.

Attributes: Professionalism, integrity, reliability, attention to detail, collaborative engagement, student-centredness, adaptability and commitment to academic excellence.

If you have the required qualification, relevant teaching or industry experience, and a passion for developing students' digital competence within creative programmes, we encourage you to apply. Candidates must clearly indicate that they are applying for **Computer Skills** in the application, CV and email subject line.

APPLICATION PROCEDURES

- Completed TUT application form available on the TUT website.
- Curriculum Vitae.
- Certified copy of Identity Document.
- Certified copy of highest qualification.
- Link to professional portfolio, where applicable.

Successful applicants will receive a part-time salary determined by TUT policy. No additional remuneration will be paid for travel, relocation or related expenses.



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Closing date: 30 September 2026

Applications must be submitted to: **Tsholofelo Motsene**

Email: motsenet@tut.ac.za

Subject line: 2027 Part-time application Computer Skills

Enquiries: Hein Grove

Tel: (012) 382 6027

Please note: Incomplete applications will not be considered. Correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within one month of the closing date should regard their applications as unsuccessful. The University reserves the right not to make an appointment. Applicants may be required to undergo further verification and evaluation.

Advertised area: Computer Skills / Computer Literacy across Visual Communication programmes.