

JOB DESCRIPTION, SECOND DRAFT.

Position

Field of Work

Qualifications

Language

11th August 1987

Vocational Instructor at the ANC

Development Centre, Dakawa.

This job description applies to instructors in the fields of building construction, plumbing, electrics, and construction carpentry and agriculture. Specifics relevant to particular skill areas are enumerated below under the heading 'Duties (Specific)'.

The Instructor shall have a relevant technical qualification in the field which is to be taught, plus a qualification in vocational/technical teaching. He/she must have at least three years relevant experience in the field. The qualification in teaching should be on such a level as to qualify for teaching in the teacher's resident country.

The medium of instruction at the VTC is English and instructors must thus have a good command of spoken and written English.

Duties

(General)

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As the command of English of certain of the trainees is not good, some knowledge of teaching English as a second language would be an advantage.

The Instructor will work closely with an ANC Counterpart/Instructor. Both will teach strictly according to the curriculum which has been specially prepared for VTC.

The training centre will run courses normally accomplished by one year of training, and the curricula are organised into a sequence of 10 modules. The individual student shall, however, be allowed to proceed at his/her own pace through the course. The teacher will, assisted by the modularly structured curricula, organise tuition for a group of students who have thus normally reached different stages of progress.

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Duties

(General) Cont'd.

The curricular design requires that Instructors not only teach technical skills, but also teach the mathematics included in each curricular module, which will be relevant to that particular module. Instructors must be aware that the mathematics background of many of the trainees is weak and this must be taken into account in pedagogic presentation.

The Instructor will participate in the teaching of both the theoretical and practical elements of the course.

As far as possible, practical work should be geared to the production of items which can be used in the construction of the ANC Development Centre Dakawa.

Working under the direction of the Chief Instructor and the Principal of the VTC, the Instructor shall be responsible for the organisation, administration and management of the unit in which he or she works. This responsibility shall include allocation of duties between the Instructor and the ANC Counterpart and the supervision of the Ahleeeantespart.

Upgrading of teaching and technical skills of the ANC counterpart is central to this job description.

The Instructor shall attend all staff meetings called by the Principal and shall participate in such other meetings or committees as the Principal may direct.

The Instructor shall be a member of the VTC Production Unit and shall participate fully in the work of the Production Unit. 7

The Instructor will perform any other professional duties which may be assigned by the Principal from time to time.

The Instructor will teach 22 to 26 periods per week. All of this time will overlap with the teaching load of the ANC Counterpart.

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Duties The complexity and level of technical 1 b J
(Specific) skill to be achieved by trainees will i
be determined by the detailed curriculum. 7

Instructors will be guided by the curriculum and in the various areas of instruction, skills to be imparted will include:-
For instructor in construction wdrks/brick-laying:-

- Operation, maintainance and simple repair of machinery and tods.
- reading and producing blue prints/technical . drawings .
- knowledge on m?teriels applied.
- brick laying.
- plastering/rendering.
- c - tile works.
- form works.
- reinforcement and concrete works.

Fortinstructor-in-plumbingr-

- operation, maintainance and simple repair x of machinery and tools.
- operating, maintenabce.and repairing machinery and tools.
- reading and producing blue pfints/technical drawings, including the isometric drawings.
- / - constructiob and way of functioning of sewage systems, water supply systems, 0 hot water supply sYstems.
- knowledge on materials applied.
- knowledge on installations like storm :water basins, drain basins, water traps and lavatories. '
- Laying methods for Sewage, drain and supply pipelines. .
- knowledge.on pipe types.
- maintainance of water systems.
- joining methods.

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Duties : - installation in wetrdom.

(Specific)

- knowledge on various types of valves.
- determine correct dimensions for various parts of a water sYstem.

For instructor in electrics:-

- operation, maintainance and simple repair of machinery, tools and instruments.
- reading and producing blue/prints/technical drawings.
- knowledge of materials applied.
- various layindZand joining methods.
- power supply plant.
- . - main distribution and local distribution y systems.
- _cable fitting.
- installations in dwellings and industrial buildings. "
- low voltage_devide\$a

For instructor in construction carpentry:-

- . , - operation, maintainance and simple repair of machinery and tools.
- knowledge of mAierials applied.
- reading and producing.blue/prints/technical drawings.
- roof constructions and roofing. 0
- making and fitting doors, windows, cabinets, kitchen units, stairs.
- knowlegge on insulation.
- boarding of walls, roofs and floors.

Line of responsibility:

The Instructor is responsible in the first instance to the Chief Instructor and the Principal of the VTC. Through the Principal the Instructor is responsible to the Secretary for Education of the African National Congress.

Leave:

The Instructor is entitled to the annual leave provided for by the sending agency, up to provided that such annual leave shall not exceed six weeks and provided that all such leave is taken during periods when the VTC is on vacation.

General:

The Instructor, working with the ANC Counterpart and the trainees is responsible for the maintenance and servicing of machinery.

It would be desirable 4)

for the Instructor to arrive in Dakawa in time to supervise the installation of machinery and tools in the workshop. ' . .

It is highly desirable that before assuming duties the Instructor should attend a short period of training where all the VTC Instructors (and possibly the ANC counterparts) - - - - . - - - - on the tailor made curriculum and ancillary teaching material. This short period of training could be in Tanzania, in Norway or elsewhere. Training will be conducted by the curriculum planners.

Changes in job description:-

This job description may be altered or amended with the mutual consent of the Principal of the VTC and the Instructor.