



**Tshwane University  
of Technology**

*We empower people*

#### **Part -Time position**

The Faculty of Management Sciences requires the **development and facilitation of TUT Online modules** in the Department of Business and Information Management Services

#### **Critical Performance Areas**

- Developing and preparing asynchronous online modules.
- Advanced skills in PowerPoint presentations.
- Proven expertise in using teaching technologies.
- Designing various types of online assessments, including those with rubrics or self-marking capabilities.
- Actively participating in module development meetings.
- Collaborating with instructional designers.
- Ensuring compliance with TUT prospectus guidelines and module descriptors..

#### **Minimum Requirements**

- A Doctorate degree is required for master qualification modules, and either a Doctoral or Master's degree for Higher Certificate modules in the following fields:
  - Higher Certificate in Contact Centre Management
  - Higher Certificate in Administrative Information Management
  - Master of Management Sciences in Contact Centre Management
- Academic record reflecting major subjects in the specified fields of study.
- A minimum of three years of relevant teaching experience.
- Industry-related experience is an advantage.
- Experience in developing modules for fully online asynchronous environments is an advantage.
- Proficiency in MS Office and TUT-specific software, programs, and platforms.
- Full proficiency in English is required.

Department of Business and Information Management Services

#### **Pretoria Campus**

**(Ref: 24/001b)**

Send your CV to: [RecruitmentManagementSciences@tut.ac.za](mailto:RecruitmentManagementSciences@tut.ac.za)

Enquiries: Ms N Minnaar Tel 012 382 - 5581

#### **Include:**

- A comprehensive CV detailing your industry and teaching experience.
- Certified copies of your qualifications and ID document.
- Please indicate which module(s) from the list below you would prefer to develop.
- No additional remuneration for travel, relocation, or related expenses.

**Closing date: 18 July 2025**

If you do not receive a response within one month of the closing date, please consider your application unsuccessful. Only shortlisted candidates will be contacted. The University reserves the right not to make an appointment.

<p><b>CAMPUS:</b> Pretoria Campus</p> <p><b>NUMBER OF DEVELOPING HOURS:</b> A duration of 12 weeks, totaling between 50 and 70 hours.</p> <p><b>Module Credit:</b> Determined by TUT Prospectus</p> <p><b>ADMIN:</b></p> <ul style="list-style-type: none"> <li>• A contract is required before commencing development.</li> <li>• Remuneration will be provided only after successful approval by TUT's quality review.</li> <li>• Remuneration for Module Development is based on the module credits.</li> <li>• Remuneration for Facilitation is based on the facilitation activities</li> <li>• You must use your own computer.</li> <li>• Work can be done remotely or on TUT campus.</li> <li>• TUT staff will be appointed on a secondary basis, with no workload relief permitted.</li> </ul> <p><b>COURSE:</b> Higher Certificate in Administrative Information Management</p> <p><b>MODULE FOR DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>• Administrative Office Support (8 Credits)</li> <li>• Administrative Management Functions (12 Credits)</li> <li>• Administrative Office Activities and Procedures (12 Credits)</li> <li>• Event Management – (8 Credits)</li> <li>• Business Etiquette, Ethics and Conflict Management – (12 Credits)</li> <li>• Fundamentals of Presentation Software (10 Credits)</li> <li>• Communication for Academic Purposes – (10 Credits)</li> <li>• Fundamentals of Business Communication (8 Credits)</li> <li>• Fundamentals of Collaboration and Management Software (8 Credits)</li> <li>• Fundamentals of Personal Computing (8 Credits)</li> </ul>	<p><b>CAMPUS:</b> Pretoria Campus</p> <p><b>NUMBER OF DEVELOPING HOURS:</b> A duration of 12 weeks, totaling between 50 and 70 hours.</p> <p><b>Module Credit:</b> Determined by TUT Prospectus</p> <p><b>ADMIN:</b></p> <ul style="list-style-type: none"> <li>• A contract is required before commencing development.</li> <li>• Remuneration will be provided only after successful approval by TUT's quality review.</li> <li>• Remuneration for Module Development is based on the module credits.</li> <li>• Remuneration for Facilitation is based on the facilitation activities</li> <li>• You must use your own computer.</li> <li>• Work can be done remotely or on TUT campus.</li> <li>• TUT staff will be appointed on a secondary basis, with no workload relief permitted.</li> </ul> <p><b>COURSE:</b> Higher Certificate in Contact Centre Management</p> <p><b>MODULE FOR DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>• Team Dynamics (11 Credits)</li> <li>• Contact Centre Operations (11 Credits)</li> <li>• Customer Relations (11 Credits)</li> <li>• Fundamentals of Social Media and Computer Security (8 Credits)</li> <li>• Service Quality (11 Credits)</li> <li>• Fundamentals of Presentation Software (10 Credits)</li> <li>• Communication for Academic Purposes – (10 Credits)</li> <li>• Fundamentals of Business Communication (8 Credits)</li> <li>• Fundamentals of Collaboration and Management Software (8 Credits)</li> <li>• Fundamentals of Personal Computing (8 Credits)</li> </ul>	<p><b>CAMPUS:</b> Pretoria Campus</p> <p><b>NUMBER OF DEVELOPING HOURS:</b> A duration of 12 weeks, totaling between 50 and 70 hours.</p> <p><b>Module Credit:</b> Determined by TUT Prospectus</p> <p><b>ADMIN:</b></p> <ul style="list-style-type: none"> <li>• A contract is required before commencing development.</li> <li>• Remuneration will be provided only after successful approval by TUT's quality review.</li> <li>• Remuneration for Module Development is based on the module credits.</li> <li>• Remuneration for Facilitation is based on the facilitation activities</li> <li>• You must use your own computer.</li> <li>• Work can be done remotely or on TUT campus.</li> <li>• TUT staff will be appointed on a secondary basis, with no workload relief permitted.</li> </ul> <p><b>COURSE:</b> Master in Management Sciences in Contact Centre Management</p> <p><b>MODULE FOR DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>• Ethics in the market place A &amp; B – (10 Credits each)</li> <li>• Project Management A &amp; B – (10 Credits each)</li> <li>• Contact Centre Tech A &amp; B (10 Credits each)</li> <li>• Digital Marketing A &amp; B (10 Credits each)</li> <li>• Global leadership A &amp; B (10 Credits each)</li> <li>• Analytical Methods A &amp; B (10 Credits each)</li> <li>• Research Project (Part A, B, C, D, E) (Combined Credits 60)</li> </ul>
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