



**Tshwane University
of Technology**

We empower people

The Department of Business and Information Management Services in the Faculty of Management Sciences requires the services of part-time lecturers for day and evening classes.

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 / Technology.
- 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.

Department of Business and Information Management Services

Pretoria Campus

(Ref: 24/182b)

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.

Successful applicants only receive a part-time salary according to TUT Policy. No additional remuneration for travel, leave, relocation, etc.

Closing date: 16 October 2025

If we have not responded within a month from 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: 5 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 CCR306D Contact Centre Customer Relations II	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: 1 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: Day class GROUPS: 1 COURSE: Diploma in Contact Centre Management CCM306D Contact Centre Management III

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: 1 COURSE: Diploma in Administrative Information Management BAD105D Business Administration I
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: 5 COURSE: Diploma in Administrative Information 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 IFA316D (PRACTICAL) Information Administration II