



**NUMERACY CENTRE LECTURER**  
**New Generation of Academics Programme (nGap)**  
**Numeracy Centre**  
**Academic Development Programme**  
**Centre for Higher Education Development (CHED)**

As part of the new Generation of Academics Programme (nGAP), sponsored by the Department of Higher Education and Training in terms of the Staffing South Africa's Universities Framework (SSAUF), the Centre for Higher Education Development is seeking to attract black South African applicants of 40 years or younger for one full-time position.

The nGAP appointment is a full-time permanent position that covers a six-year development period: a 3-year development programme, followed by a 3-year induction. The successful candidate will be provided with mentoring in order to nurture her/his academic career. The appointment will be governed by a contract that clearly stipulates the expectations, obligations, roles and responsibilities of the university and of the appointed academic.

The successful candidate would be given a reduced teaching and administrative load for the first three years to enable participation in academic development courses and initiatives and completion of his or her PhD. The successful candidate will be expected to register for a PhD, if not already registered or completed.

The Numeracy Centre, an academic teaching and research unit within the Academic Development Programme (ADP) at the University of Cape Town, seeks to make an appointment at **Lecturer** level as soon as possible. The unit works across all faculties, focusing on the development of students' quantitative literacy (which incorporates relevant language development) in the context of their disciplinary studies. The ADP works in partnership with the faculties with the aim of promoting and facilitating students' access to and their overall success in higher education.

**Requirements:**

- A Master's degree in a relevant quantitative discipline with a minimum of 70% average grade;
- Teaching, tutoring or curriculum development experience in a quantitative discipline;
- A demonstrated interest in a relevant area of Education Research;
- Excellent oral and written communication skills.

**The following will be advantageous:**

- Progress towards a PhD;
- A demonstrated interest and/or experience in language development work;
- Some background in the Social Sciences;
- Experience in using educational technology.

**The primary responsibilities will be to:**

- Undertake and publish research in areas relevant to the work of the Numeracy Centre.
- Teach on Numeracy Centre courses and interventions.
- Design curriculum and learning materials for the development of students' quantitative literacy in the context of their disciplinary studies (particularly Social Sciences and/or Health Sciences).
- Fulfill administrative and managerial tasks (appropriate to the lecturer level) in the Numeracy Centre, Academic Development Programme and the Centre for Higher Education Development

The annual cost of employment for 2019, including benefits, is R683 358

**To apply**, please e-mail the below documents in a **single pdf file** to Tracy Moore at [recruitment04@uct.ac.za](mailto:recruitment04@uct.ac.za):

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Letter of motivation, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo a competency test.

**Telephone:** 021 650 5405

**Website:** <http://www.numeracycentre.uct.ac.za/>

**Reference number:** E19257

**Closing date:** 10 June 2019

*UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. Special funding has been provided for this post with the aim of advancing diversity, and for this post we seek particularly to attract black (African, Coloured, Indian) South African candidates.*

UCT reserves the right not to appoint

**NOTES**

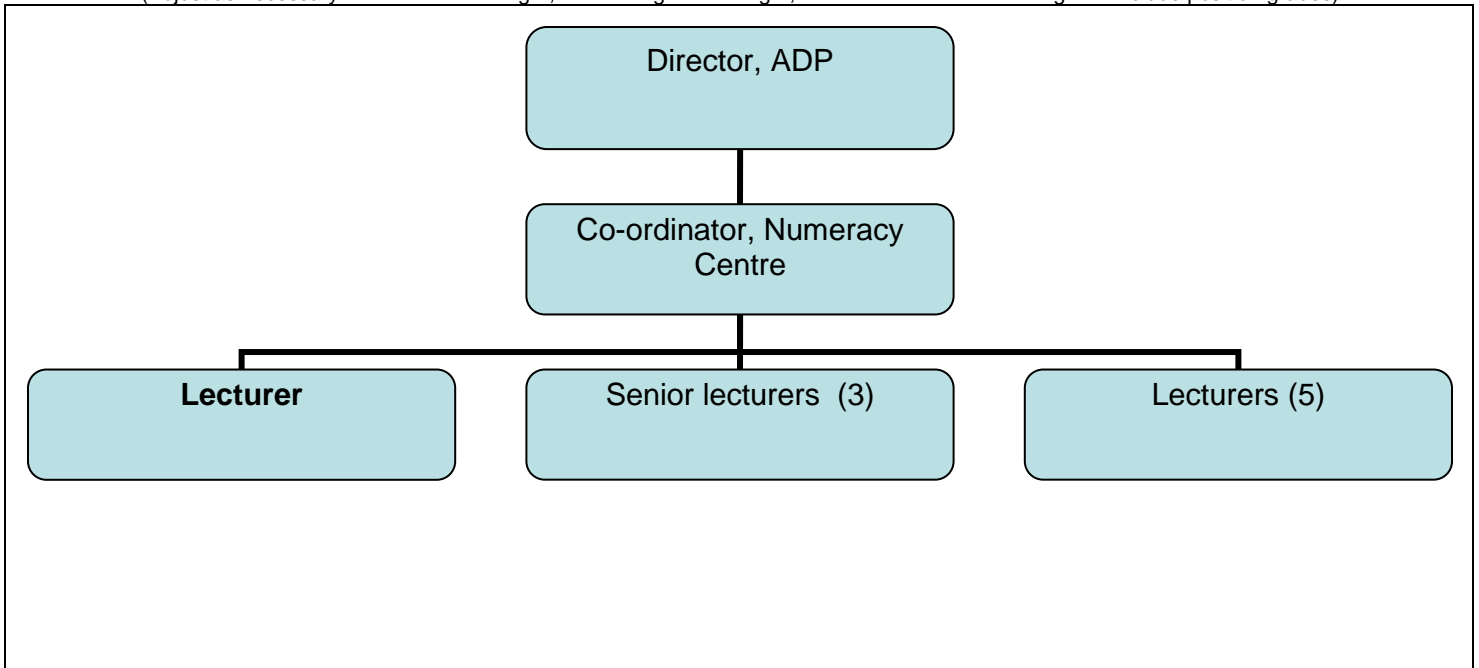
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Lecturer (nGAP)		
Job title (HR Practitioner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	CHED		
Academic department / PASS unit	Academic Development		
Division / section	Numeracy Centre		
Date of compilation	17 April 2019		

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



**PURPOSE**

The main purpose of this position is to teach on and develop curriculum for Numeracy Centre courses and educational interventions, as well as to conduct appropriate educational research.

This is an nGap position, which means that the percentage of time spent on research will be 80% in the first 3 years, 50% in the fourth year, and then as in the table below in subsequent years

**CONTENT**

<b>Key performance areas</b>		<b>% of time spent</b>	<b>Inputs</b> (Responsibilities / activities / processes/ methods used)	<b>Outputs</b> (Expected results)
1	Teaching on courses and educational interventions.	20	Preparation for and teaching of daily lectures Consultations with students Tutorial setting Assessment tasks - setting and marking	Acceptable pass rates Majority of students satisfied
2	Administering courses and educational interventions.	10	On-going administration (e.g. of materials production, student communications, tutor management, marks processing etc.)	Organized courses and interventions Students well-informed Data managed accurately
3	Curriculum development for quantitative literacy interventions.	20	Consultation and collaboration with disciplinary lecturers Creation of learning materials	Interventions established Disciplinary lecturers recognize value –added Good quality materials created
4	Conducting research including research relevant to the work of the Numeracy Centre and ADP.	25	Appropriate thinking, reading, data collection, writing, discussion and dissemination of results	Seminars, conference presentations, journal articles
5	Participating in meetings and workshops and contributing to the general work of the Numeracy Centre, ADP and CHED.	5	Ongoing administration Participation in developmental activities (e.g. ADP fora, workshops etc.) Contribution to test development for NBT QL test and CETAP curriculum development for QL (if required)	

### MINIMUM REQUIREMENTS

Minimum qualifications	M. Sc			
Minimum experience (type and years)	Two years' experience in Lecturing, teaching or tutoring.			
Skills	Mathematical ability, teaching, communication, research methods.			
Knowledge	Mathematics, statistics, educational processes, language development			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	2	Communication Formal presentation	2
	Building interpersonal relationships	2	Planning and organizing / work management	2
	Client/student service and support	2	Teamwork / collaboration	2
	Coaching / Developing others	2	University awareness	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	Research, teaching, course administration
Amount and kind of supervision received	Mentoring by assigned mentor, unit head and colleagues
Amount and kind of supervision exercised	n/a
Decisions which can be made	Conduct of research, who to collaborate with, how to conduct classroom sessions
Decisions which must be referred	What to teach, anything that affects the Numeracy Centre or the Mathematics Department.