

**ADVERTISEMENT OF UNISA ITC
BOARD COURSE**

JOB TITLE

**Initial Test of Competence (ITC)
Board Course Facilitator**

1. PURPOSE OF THE JOB

The purpose of the job is to prepare SAICA' ITC board course material and present the classes as a facilitator. The SAICA ITC board course is made up of four disciplines (Financial Accounting, Managerial Accounting & Finance, Auditing and Taxation). A facilitator should be a subject expert to at least one of the four disciplines at a postgraduate level (Postgraduate Diploma in Applied Accounting Sciences). The main purpose is to prepare Unisa CTA graduates for SAICA ITC examination.

- Prepare course material for the specific discipline.
- Perform course material peer review.
- Facilitate online class to ITC candidates.
- Set up mock examination.
- Provide feedback to candidate.
- Assess candidate technical and pervasive skills.
- Assist candidates to build their technical and pervasive skills.

2. Description of main activities

KPA 2.1: Prepare course material for the specific discipline and perform course material peer review.

- Ensure that the course material is at a suitable ITC level and relevant.
- The course material should ensure that, covers all topical issues.
- Perform mini research and benchmark our course material with other reputable board courses.
- Review course material prepared by your colleague within the same discipline.

KPA 2.2: Facilitate online class to ITC candidates.

- Develop a suitable timetable for your respective discipline for approval by the board course coordinator.
- Ensure that, the online classes cover very topical issues and assist candidates in developing their pervasive and technical skills.
- Provide relevant real-life example or simulation during the session to develop candidates

KPA 2.3: Assess and build candidate technical and pervasive skills.

- Ensure that, each candidate technical and pervasive skills are developed.
- Put specific plan to develop each candidate required skill to improve their opportunities for success (Personalized plan)

- Set up mock examinations at the required standard to stimulate the candidate brain.
- Provide personalized feedback for candidates.

3. REPORTING

The incumbent reports directly to the Board Course Coordinator and Deputy Executive Dean (CAS)

4. JOB REQUIREMENTS

4.1 Minimum Qualifications & Experience

- Qualified Chartered Accountants South Africa/ CA (SA)
- At least 3 (three) years related experience

4.2 Knowledge, skills and abilities

Knowledge

- Sound knowledge of SAICA ITC syllabus
- Sound technical knowledge in one of the four disciplines (modules) assessed at ITC level
- Sound knowledge SAICA ITC assessment level of each topic within a discipline
- Sound knowledge of topics integration at the level expected at SAICA ITC
- Computer literacy- MS word, PowerPoint and MS Excel

Skills

- Excellent organizational and administration skills
- Diplomacy/liaison skills
- Excellent interpersonal skills
- Proficiency in English (oral and written skills)
- Analysing of data
- Compilation of reports and documents

Abilities

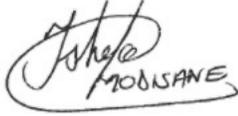
- Ability to work under pressure and to remain calm
- Ability to take initiative and to work independently
- Ability to maintain confidentiality
- Ability to work accurately
- Ability to meet deadlines and punctuality

- Dedication, responsibility, and reliability.

APPLICATION CLOSES: 23rd MARCH 2023 (Time 23:59)

Submit your CV through to Mr S Mthembu at mthems@unisa.ac.za

9 SIGNATURES



Handwritten signature of Prof TC Modisane in black ink, with the name 'MODISANE' written in capital letters below the signature.

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Deputy Executive Dean (CAS)
Prof TC Modisane

09 March 2022

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Date

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Job incumbent

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Date

DRAFT