



ORBIT TVET COLLEGE

ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING VACANT PERMANENT POSTS:

Applications must be forwarded to: The Deputy Principal Corporate Services, ORBIT TVET College, Private Bag X82096, Rustenburg, 0300 or be hand delivered at ORBIT TVET College (Central Office), Fatima Bhayat Street, Rustenburg.

PLEASE NOTE:

A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of **three referees** and contact details), certified copies (not older than three months) of all qualifications with academic transcripts and ID document.

Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as those faxed or emailed will **NOT** be accepted.

CLOSING DATE: 4 JUNE 2019 AT 14:00

Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification. Where applicable, candidates will be subjected to a skills/knowledge/competence test. The College reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful.

Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

Post: Extra-Curricular Officer. SL10 (R470 040 per annum plus benefits). Ref: ORB40/2019. Central Office. Permanent

Requirements, experience and skills

- A recognised Degree/Diploma or equivalent REQV13 related to KPAs. Knowledge and passion of sports, arts and culture will be an advantage.
- Three years' experience in managing extra-curricular activities, preferably in a TVET College.
- Working knowledge and understanding of the TVET College landscape and its student support framework. Understanding of issues pertinent to youth development and the strategic role that extra-curriculum can play in ensuring that students are holistically developed
- Excellent listening, empathy and rapport-building skills.
- Strong leadership, coaching and mentoring, planning, organising, project or events management, financial and administrative skills.
- Ability to present view points and ideas effectively in both written and oral form.
- A demonstrated ability to meet and deal effectively with all levels of contacts.
- Good presentation and facilitation skills.
- Advance computer skills MS Excel, MS Word and PowerPoint.
- A valid driver's licence.

Duties and responsibilities

- Develop and implement extra-curricular activities to be offered at the College.
- Liaise with Campuses and develop operational plans and schedules for extra-curricular activities.
- Organise resources and venues for weekly extra-curricular activities.
- Select, recruit and orientate the coaches of the different extra-curricular activities.
- Support and monitor coaches in their needs for the fulfilment of their respective activities.
- Ensure that the objectives of legislation/policies/prescripts on sports, arts and culture are realised at the College.
- Ensure adherence to the rules and regulations of the various extra-curricular activities.
- Report on progress of extra-curricular activities.
- Ensure active participation of students in extra-curricular activities and competitions.
- Communicate effectively with all stakeholders involved in the extra-curricular activities.
- Monitor students' discipline during the activities.
- Maintain inventory of equipment and management of stocks.

Post: Artisan Development Manager. SL10 (R470 040 per annum plus benefits). Ref: ORB41/2019. Central Office. Permanent

Requirements, experience and skills

- A recognised 3 year Degree or equivalent REQV13 qualification.
- Additional training and courses in project management.
- Five years management experience.
- Certified assessor/moderator.
- Artisan Certificate would be an advantage.
- Industry experience will also count in the candidate's favour.
- Extensive knowledge of academic assessment and moderation procedures.
- Technical skills associated with the environment relating to artisan development.
- Knowledge of artisan development programme protocols and procedures (QCTO & SETA-related).
- Proven computer literacy, including MSWord, Excel and PowerPoint.
- A valid Code EB driver's licence.

Duties and responsibilities

- Identify and manage appropriate artisan development programmes including the appointment of contract project staff as required.
- Identify programme gaps, conduct feasibility assessments and introduce new responsive programmes.
- Develop a responsive, flexible curriculum based on local

needs. • Facilitate new programme decisions and manage the planning process. • Implement and maintain programme quality systems and processes including assessment, moderation and performance records. • Develop and manage programme budgets and report on programme performance. • Identify learner material, equipment and other resource requirements. • Oversee the development of project plans, including milestones, resource requirements and timeframes. • Compile the project budgets and manage all related expenditure. • Track progress against targets and budgets. • Review policy and monitor compliance. • Manage the registration of students and the signing of contracts. • Establish and maintain records, registers and document management systems for students and facilitators. Manage and oversee the performance and development of facilitators. • Identify facilitator skills and performance gaps and facilitate interventions. • Ensure the implementation of best practice teaching practices across the programmes (e.g. lesson plans). • Report to the Academic Board. Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates. • Ensure compliance with partnership processes and guidelines. • Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and all spheres of government departments). • Participate in SETA-related curriculum initiatives. Establish and maintain programme-related industry links to ensure programme relevance. • Ensure facilitators/teaching staff interaction with industry applications, technologies and related job skill requirements. • Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives. • Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits). • Address concerns and issues raised by project team members and stakeholders. • Identify work environment simulation needs for each programme and prepare a plan of specific requirements including resourcing options. • Identify simulation options at the College (in collaboration with the Business Development Manager). • Implement systems to monitor the quality of workplace student experience. • Formulate job profiles for all posts within the Unit. Conduct meetings with internal staff and plan and assign work within the Unit. • Manage the Unit's budget and cash flow. • Compile the annual operational plan. • Conduct performance appraisals with Unit staff and arrange and monitor individual development.

Post: Vocational Programmes Manager. PL5 (R511 752 per annum plus benefits). Ref: ORB42/2019. Central Office. Permanent

Requirements, experience and skills

- A recognized Degree or equivalent REQV13 which must include a Teachers qualification. • At least 5 years lecturing experience, of which three should be at managerial level preferably in a TVET College environment. • Accreditation as an Assessor and Moderator would be an advantage.
- An expert understanding of effective programme development, delivery and quality assurance systems at an academic institution. • Ability to design and implement internal administration systems and controls to ensure sound programme development and delivery support.
- Extensive knowledge of academic assessment and moderation procedures. • Sound knowledge of the TVET Colleges landscape. • Strong planning, organising, monitoring and evaluation skills. • Ability to handle pressure and meet deadlines. • Strong leadership, communication, negotiation, networking, reporting and problem solving skills. • Ability to manage performance and provide critical feedback in an objective manner. • SACE registration. • Knowledge of public administration, policies and procedures pertinent to human resources management, financial management and education and training. • Ability to promote an environment conducive to teaching and learning and to the holistic development of students. • Advanced computer skills (MS Word, MS Excel and PowerPoint. • A valid drivers' licence.

Duties and responsibilities

- Manage teaching and learning to ensure effective teaching delivery.
- Manage NC(V) and NATED programme offerings in line with National curriculum guidelines.
- Implement and maintain programme quality systems and processes for assessments, examinations, moderations and performance records (results).
- Identify learner materials, equipment and other resource requirements for effective teaching and learning.
- Analyse and report on all programmes in terms of performance.
- Ensure teaching staff interaction with industry applications, technologies and related job skill requirements (Work Integrated Learning).
- Participate in National and Regional TVET curriculum initiatives.
- Liaise with the Human Resource Manager to ensure the effective recruitment, selection, induction and training of academic staff.
- Ensure the implementation of teaching practices in collaboration with the Campus Managers.
- Ensure programme compliance with relevant quality assurance bodies.
- Ensure the implementation of different methods and strategies for teaching and learning in collaboration with deliver sites.
- Establish and maintain vocational related systems.
- Establish and co-ordinate Academic Forums, Subject and Examination Committees. Provide required reports to relevant stakeholders including the College Management, Academic Board and College Council and oversight bodies.

Post: Lecturer Electrical Engineering (Re-advertisement). PL1 (R211 731 plus 37% in lieu of benefits per annum.). Ref No: ORB43/2019. Brits Campus. Three (03) Years Fixed Term Contract

Requirements, experience and skills:

- A recognised Degree or equivalent REQV13 qualification in Electrical Engineering
- A Teachers qualification
- Assessor and Moderator Certificates will be an added advantage.
- In-depth knowledge of the subject
- Excellent communication in English (written and verbal), organising, planning and administration skills. Ability to plan and deliver lessons
- Monitor students' performance and provide critical feedback in an objective and professional manner.
- Ability to relate to students in a professional manner and to promote a conducive teaching and learning environment
- SACE registration
- Computer literacy.
- A valid drivers' licence will be an added advantage.

Duties and responsibilities:

Assist with recruitment, registration and induction of students

- Facilitate general academic and career development of students
- Prepare lesson plans and lecture students in compliance with the College Annual Academic Plan, the Campus time- table and the College Quality Management System
- Assess students, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures. Create a conducive classroom environment and ensure efficient classroom management and discipline of students
- Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to students
- Distribute textbooks and student packs to students and maintain the necessary records
- Manage and monitor student attendance
- Invigilate internal and external examinations
- Participate in student extra- curricular activities and promote the holistic development of students.

Post: Lecturer Financial Management (Re-advertisement). PL1 (R211 731 per annum plus benefits). Ref: ORB47/2019. Mankwe Campus. Permanent

Requirements, experience and skills

• A recognised Degree or equivalent REQV13 qualification in Financial Management or Accounting • A Teachers qualification. • Ability to lecture Financial Accounting, Cost and Management Accounting plus Income Tax up to N6. • In-depth knowledge of the subjects • Knowledge of Pastel Accounting and Excel as well as Assessor/Moderator certificate will be added advantages. Excellent communication in English (written and verbal), organising, planning and administration skills. Ability to plan and deliver lessons • Monitor students' performance and provide critical feedback in an objective and professional manner. • Ability to relate to students in a professional manner and to promote a conducive teaching and learning environment • SACE registration • Computer literacy. • A valid drivers' licence will be an added advantage.

Duties and responsibilities:

• Assist with recruitment, registration and induction of students • Facilitate general academic and career development of students • Prepare lesson plans and lecture students in compliance with the College Annual Academic Plan, the Campus time- table and the College Quality Management System • Assess students, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures. Create a conducive classroom environment and ensure efficient classroom management and discipline of students • Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to students • Distribute textbooks and student packs to students and maintain the necessary records • Manage and monitor student attendance • Invigilate internal and external examinations • Participate in student extra- curricular activities and promote the holistic development of students.

Post: Lecturer Mathematics and Science. PL1 (R211 731 per annum plus benefits). Ref: ORB48/2019. Mankwe Campus. Permanent

Requirements, experience and skills

• A recognised Degree or equivalent REQV 13 qualification with Mathematics as a major subject • A Teachers qualification • Assessor and Moderator Certificates will be an added advantage. • Ability to lecture Mathematics and Science at NC(V) Level 4 and Report 191 N6 level. • In-depth knowledge of the subject • Excellent communication in English (written and verbal), organising, planning and administration skills. Ability to plan and deliver lessons • Monitor students' performance and provide critical feedback in an objective and professional manner. • Ability to relate to students in a professional manner and to promote a conducive teaching and learning environment • SACE registration • Computer literacy. • A valid drivers' licence will be an added advantage.

Duties and responsibilities:

- Assist with recruitment, registration and induction of students
- Facilitate general academic and career development of students
- Prepare lesson plans and lecture students in compliance with the College Annual Academic Plan, the Campus time- table and the College Quality Management System
- Assess students, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures. Create a conducive classroom environment and ensure efficient classroom management and discipline of students
- Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to students
- Distribute textbooks and student packs to students and maintain the necessary records
- Manage and monitor student attendance
- Invigilate internal and external examinations
- Participate in student extra- curricular activities and promote the holistic development of students.

Post: Lecturer English and Life Orientation. PL1 (R211 731 per annum plus benefits). Ref: ORB49/2019. Mankwe Campus. Permanent

Requirements, experience and skills

- A recognised Degree or equivalent REQV 13 qualification with major in English
- A Teachers qualification
- The incumbent must have the ability to lecture English and Life Orientation
- In-depth knowledge of the subject
- Excellent communication in English (written and verbal), organising, planning and administration skills. Ability to plan and deliver lessons
- Monitor students' performance and provide critical feedback in an objective and professional manner.
- Ability to relate to students in a professional manner and to promote a conducive teaching and learning environment
- SACE registration
- Computer literacy.
- a valid drivers' license will be an added advantage.

Duties and responsibilities:

- Assist with recruitment, registration and induction of students
- Facilitate general academic and career development of students
- Prepare lesson plans and lecture students in compliance with the College Annual Academic Plan, the Campus time- table and the College Quality Management System
- Assess students, maintain assessment records and capture marks electronically in compliance with the College's policies and procedures. Create a conducive classroom environment and ensure efficient classroom management and discipline of students
- Report to the Senior Lecturer and liaise with the Student Support Officers in providing support interventions to students
- Distribute textbooks and student packs to students and maintain the necessary records
- Manage and monitor student attendance
- Invigilate internal and external examinations
- Participate in student extra- curricular activities and promote the holistic development of students.