



ORBIT TVET COLLEGE

The College is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

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

Applications must be forwarded to: The HR Manager, ORBIT TVET College, Private Bag X82096, Rustenburg, 0300 or be hand delivered at ORBIT TVET College (Central Office), Fatima Bhayat Street, Rustenburg or forward to emails as per reference numbers provided on the College website.

PLEASE NOTE:

A completed and signed 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 submit application documents for each post. Applications received after the closing date as well as those faxed will **NOT** be accepted.

CLOSING DATE: 30 October 2020 at 14:00

Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification and employment verification. Where applicable, candidates will be subjected to a skills/knowledge/competence test. The College reserves the right not to appoint 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. All shortlisted candidates will be expected to participate in an assessment of his/her experience in the above areas.

Post: Manager - Centre of Entrepreneurship) Rustenburg Campus Ref no: ORB22/2020

Salary: Level 12 (R869 007 total cost to employer)

Five (05) years fixed term contract

Email: ORB22@orbitcollege.co.za

Requirements, experience and skills:

- A recognised Degree in Business Management, Entrepreneurship, Technology Business Incubation or equivalent qualification.
- Minimum of 10 years' work experience in a business environment, of which at least three (05) years in a management position
- Knowledge and experience in entrepreneurship
- Experience in establishing or developing small businesses
- Expertise in business management
- Experience in working with SMEs
- Experience in budget management
- A valid driver's licence
- Experience in Technology Business Incubation and a broad understanding of Higher Education based entrepreneurship support ecosystem will serve as an added advantage.

Duties and responsibilities:

- Growth of the Centre of Entrepreneurship Rapid Incubator (CFERI)
- Oversee sustainability model of the entrepreneurship incubator/s
- Manage and implement the business planning process
- Manage the Centre of entrepreneurship including staff recruitment and performance in implementing the incubation entrepreneurship programme
- Manage the finances of the Centre of Entrepreneurship Rapid Incubator (CFERI)
- Manage stakeholder relations and oversee the functioning of the advisory committee on entrepreneurial development
- Monitor and promote the success of the Centre of Entrepreneurship Rapid Incubator (CFERI)
- Monitor progress with the activities in the business plan and report to the necessary structures
- Conduct research/analyses relating to improving the sustainability of the Centre of Entrepreneurship Rapid Incubator (CFERI)
- Recommend strategies to promote entrepreneurship through the current college curriculum
- Oversee the development and delivery of skills programmes/short courses to emerging entrepreneurs
- Initiate community based entrepreneurship programmes to capacitate local SMEs.
- Market the Centre of Entrepreneurship Rapid Incubator (CFERI)
- Computer literacy: MS Word, Outlook, Excel and PowerPoint
- Effective organisational, financial and project management skills
- Excellent written and verbal English communication skills, including report writing, document development and communicating with funders, business executives, community leaders and other stakeholders on an executive level
- High level skills in networking, negotiation and stakeholder engagement
- excellent interpersonal skills, time management, problem solving and organisational skills
- Well-developed leadership skills an innovative thinking ability.

Post: Manager Centre of Specialization and NSF projects

Salary: SL9 (R376 596 per annum plus 37% in lieu of benefits)

Ref no: ORB23/2019

Three (03) years fixed term contract

Email: ORB23@orbitcollege.co.za

Requirements, experience and skills

- A recognised Degree/ National Diploma in Project Management or equivalent qualification.
- At least Five (05) years project management experience and three (03) years 'supervisory experience.
- Candidates that have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as candidate that is registered as a Project Manager or Professional Project Manager with Project Management South Africa or other related bodies.
- Good knowledge of the TVET framework will also be an added advantage. Candidates must be proficient in English.
- This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities.
- The candidate must be a strong communicator with the

ability to interact with a wide range of stakeholders. • Furthers skills requirements relates to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. • The incumbent must be client orientated, customer focused and be able to perform in a team environment. • Good computer skills and a valid driver's license are requirements. • Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames.

Duties and responsibilities:

• Responsible for ensuring the smooth running of the Diesel and Electrical Centre of Specialisation trades and all other NSF funded programmes. • Effectively monitor, evaluate and report on the achievements, challenges, management, operational performance and procurement of Diesel, Electrical COS trades and other NSF funded programmes. • Responsible for performing expense verification and performance information verification related to the project. • Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio. • Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes. • Manage stakeholders for portfolio of projects • Actively participate in both regional and national structures and platforms that are relevant for effective skills development • Implementation; Manage staff under his / her supervision • Provide feedback and strategic advice regarding Centre of Specialization and activities to the College management. • Report progress and challenges to the Business Development and Innovation Manager. • Effectively implement the project management framework for Centre of Specialization and other NSF funded Programmes.

Post: HoD Artisan Development and Partnerships –

Rustenburg Campus. Ref no: ORB24/2020

PL3 (R415 245 plus 37% in lieu of benefits)

Three (03) years fixed contract.

Email: ORB24@orbitcollege.co.za

Requirements, experience and skills

• A recognised Degree/ National Diploma in Project Management or equivalent qualification. • Teachers qualification. • Minimum of five years' experience of which three years must include experience in managing lecturers/facilitators or skills programmes. • Extensive knowledge of the TVET College landscape and programmes geared towards artisan development, learnerships and skills development management. • Strong leadership, communication, project management, budgeting, entrepreneurial, problem solving, negotiation, resource mobilization, monitoring, evaluation, reporting, facilitation and presentation skills. • A demonstrated ability to meet and deal effectively with all levels of contacts. • Advanced computer skills in MS Word, Ms. Excel and PowerPoint. • A valid driver's license.

Duties and responsibilities

• Identify and manage appropriate artisan development programmes including the appointment of contract project staff as required. • Develop a responsive and flexible occupational programmes curriculum. • Develop, 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 and facilitate the development and/or acquisition of learner material, equipment and other resource requirements. • Oversee the development of project plans, including milestones, resource requirements and timeframes. • Manage the registration of students. • Manage and oversee the performance and development of facilitators. • Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and local government). • 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. • Compile the annual operational plan. • Advise and support the College in fast tracking the development of artisans.

Post: Senior Lecturer Life Orientation
Rustenburg Campus. Ref No.: ORB25/2020
PL2 (R 348 747 per annum plus benefits)
Permanent
Email: ORB25@orbitcollege.co.za

Requirements, experience and skills

- A recognised Degree/ National Diploma in Business Management or equivalent qualification
- A Teachers qualification.
- At least three (03) years lecturing experience, preferably in a TVET College.
- Accreditation as an Assessor and Moderator will be an added advantage.
- Ability to conduct practical training.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning.
- Ability to handle quantitative and qualitative information, analyse and present it cogently and effectively as a basis for decision-making.
- Ability to handle pressure and meet deadlines.
- Good leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills.
- Strong events and project management skills.
- Ability to manage performance and provide critical feedback in an objective manner.
- Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues.
- SACE registration certificate.
- Computer literacy (MS Word, MS Excel and PowerPoint).
- A valid driver's license.

Duties and responsibilities

- Assist with recruitment, registration and induction of students.
- Facilitate general academic and career development of students.
- Prepare and present lessons in compliance with the College annual academic plan, the Campus time-table and the College's Quality Management system.
- Co-ordinate the procurement of the programme's training needs.
- Provide guidance on syllabi, curriculum and learning outcomes.
- Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department.
- Create a conducive classroom environment and ensure efficient classroom management and discipline of students.
- Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students.
- Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records.
- Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance.
- Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD.
- Chair meetings of Lectures and Students within the department.

Post: Lecturer R191 Business Studies
Mankwe Campus: Ref No: ORB26/2020
Salary PL1 (R211 731 per annum plus benefits)
Permanent
Email: ORB26@orbitcollege.co.za

Requirements, experience and skills:

- A recognised Degree/National Diploma in Business Management or equivalent qualification with computer and business studies as major subjects
- A Teachers qualification
- 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 certificate • 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.

Post: Lecturer Engineering Studies – Boilermaking – Rustenburg Campus

Salary PL1 (R211 731.00 per annum plus benefits) Permanent

Ref No: ORB27/2020.

Permanent

Email: ORB27@orbitcollege.co.za

Requirements, experience and skills

• A recognized Degree/ National Diploma in Mechanical Engineering in Boilermaking or equivalent qualification • A trade test certificate Boilermaking • A Teachers qualification will be an added advantage. • In-depth knowledge of the subject • Assessor and Moderator certificates will be an added advantage. • Excellent communication skills 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. • Computer literacy. • SACE registration. • 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 is maintained at all times • 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 students attendance • Invigilate internal and external examinations • Participate in student extra- curricular activities and promote the holistic development of students.