



## ORBIT TVET COLLEGE

ORBIT College invites suitable candidates to apply for the position of a **Project Manager** (Salary Level 9 – notch R394 065) for the ISFAP pilot project which will run from 1 September 2017 – 31 March 2020.

### **Duties of Project Manager:**

- Formulate and oversee the implementation of the strategic priorities of the various programmes (eg. Academic Support, mentoring, workplace readiness programme, life skills programme) that fall within the ISFAP ambit;
- Oversee the intake and boarding process of bursary students which include, but is not limited to: Ordering and distribution of text books, liaising with the student finance in the allocation of bursary money to student accounts, arranging for and placing students in workplaces;
- Oversee the monitoring of student academic performance and initiate appropriate academic interventions in consultation with academic staff;
- Oversee the development of the students' pervasive skills to the required levels;
- Manage the counselling and mentoring of students on the ISFAP programme;
- Assist with the recruitment and secure academically strong students for the programme in collaboration with the Academic Unit of ORBIT College and structures responsible for the marketing of the ISFAP Bursary Fund;
- Manage the financial administration of the programme;
- Keep the funders and other key stakeholders informed of important matters pertaining to the programme;
- Liaise and work with the staff involved with the day-to-day administration of the programme;
- Liaise with internal and other external stakeholders in order to ensure the effective operation of the programme.

### **Key Competencies Required:**

- 3 year degree or diploma (minimum)
- An understanding of the higher education environment
- An understanding of the Human Resource Development Council's Occupations of High Demand landscape
- The ability to effectively facilitate and support students' learning and development.
- Strong problem-solving skills
- Effective project management skills
- Proven leadership skills
- Ability to manage budgets and expenditures
- Sound personnel management skills
- Excellent communication (written and verbal) and interpersonal skills
- Strong end-user computing skills (e.g. in MS Word, MS Excel, MS PowerPoint)
- Proficiency in the English language, both written and oral
- Proficiency in other official South African languages will be an advantage
- A minimum of three to five years' relevant experience
- A demonstrated interest in student development
- Ability to work independently and under pressure
- Good interpersonal, report compiling and organisational skills
- Ability to function effectively within a team and demonstrate adaptability
- Willingness and availability to work after normal office hours
- Willingness to stay in the Mogwase area

**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 (obtainable from our website) must 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. Enquiries: Mr P Matlou at 014 592 7014

Applications received after the closing date as well as those faxed or emailed will **NOT** be accepted.

**CLOSING DATE: 21 AUGUST 2017**

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 weeks 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.**