



## ORBIT TVET COLLEGE

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

### ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING PERMANENT AND FIXED TERM POSTS

Applications must be forwarded to: The Assistant Director Human Resource Management and Development, ORBIT TVET College, Private Bag X82096, Rustenburg, 0300, be hand delivered at ORBIT TVET College (Central Office), Fatima Bhayat Street or forwarded through an email to [recruitment@orbitcollege.co.za](mailto:recruitment@orbitcollege.co.za) or [ikenosi@orbitcollege.co.za](mailto:ikenosi@orbitcollege.co.za) and [mmahuma@orbitcollege.co.za](mailto:mmahuma@orbitcollege.co.za)

#### PLEASE NOTE:

Applications must be submitted on a **New Z83 form**, (obtainable from any Public Service Department) and **MUST** be accompanied by a recently updated comprehensive CV (inclusive of three referees and contact details), copies of qualifications with academic transcripts, ID document and driver's license. Please indicate the reference number of the post you are applying for on a **New Z83 form**. Candidates who apply for more than one post should complete separate application documents for each post. Applications received after the closing date as well as those faxed will **NOT** be accepted.

#### CLOSING DATE: 20-03-2026 at 13:30

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 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.

For more information regarding the advertised posts, visit the College website at [www.orbitcollege.co.za](http://www.orbitcollege.co.za) or direct your enquiries to Ms M L Mahuma or Ms I Kenosi (014) 597 5500 / (014) 597 5540/3/4/5543

**Note: All costs incurred due to your application and interviews will be at your expense.**

**Post: Project Manager.**  
**Central Office. Ref: ORB02/2026**  
**SL10 (R 582 444.00) per annum**  
**Three (03) years fixed term contract**

### **Requirements, experience and skills**

- A recognised Degree/ National Diploma in Business Studies or Engineering or equivalent qualification.
- Project Management will be an added advantage.
- At least Three (03) years supervisory experience.
- Experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will be an added advantage
- Good knowledge of the TVET framework will also be an added advantage.
- Candidate must be proficient in English.
- The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders.
- Further skills requirements relate 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.
- A valid driver's license is required.
- Candidate 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 all College Occupational funded programmes.
- Effectively monitor, evaluate and report on the achievements, challenges, management, operational performance and procurement College Occupational 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.
- Ensure that students are captured on the SETA and College BMS
- 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.
- Effectively implement the project management framework for Centre of Specialization and other College funded programmes.