

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

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

PLEASE NOTE:

Applications must be submitted on form Z83, obtainable from any Public Service Department and **MUST** be accompanied by a covering letter, 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, ID document and drivers licence where applicable.

Please indicate the 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 : 08 AUGUST 2016

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. Appointments will be made in terms of the College's Employment Equity Plan.

Post: Supply Chain Management Assistant posts X 3. Central Office. Salary SL6: (R171 069 – R201 507) plus benefits.

Ref No: SCM1/2016

Ref No: SCM2/2016

Ref No: SCM3/2016

Requirements, experience and skills

- Appropriate REQV13 qualification in Supply Chain Management / Purchasing Management / Logistics.
- 2 years' experience in a general or supply chain management environment
- Proven computer literacy, including knowledge of MS Word and MS Excel software
- Working knowledge of the Public Sector Supply Chain Management policies, compliance and reporting requirements will be an advantage.

Duties and responsibilities:

- Request and obtain quotes for goods or services required
- Evaluate and score quotations.
- Capture requisitions on the system
- Receive and issue goods to the relevant user departments.
- Attend to queries from suppliers.
- Verify and acknowledge the correctness of goods and services supplied.
- Conduct and perform annual and other periodic stock-taking
- Create and maintain a proper filing system
- Participate in preparing the supply chain unit for internal and external audits.
- Attend to all other related administrative duties.

Lecturing posts X 16

Lecturer Plumbing and Mathematics: Brits Campus. Salary: PL1 (R173 130 – R386 238) plus benefits. Ref No: BCL1/2016

Lecturer Computer Practice and Information Processing: Brits Campus. Salary: PL1 (R173 130 – R386 238) 472) plus benefits. Ref No: BCL2/2016

Lecturer Mechanical and Mathematics: Brits Campus. Salary: PL1 (R173 130 – R386 238) plus benefits. Ref: No: BCL3/2016

Lecturer ERD Automotive: Mankwe Campus. Salary: PL1 (R173 130 – R386 238) plus benefits. Ref: No: MCL1/2016

Lecturer Fitting and Machining: Mankwe Campus. Salary: PL1 (R173 130 – R386 238) plus benefits Ref No: MCL2/2016

Lecturer Mechanical: Mankwe Campus. Salary: PL1 (R173 130 – R386 238) plus benefits. Ref No: MCL3/2016

Lecturer Tourism: Mankwe Campus. Salary: PL1 (R173 130 – R386 238) plus benefits. Ref No: MCL4/2016

Lecturer Office Data Processing and Information Processing: Mankwe Campus. Salary: PL1 (R173 130 – R386 238) plus benefits. Ref No: MCL5/2016

Lecturer Electrical: Rustenburg Campus. Salary: PL1 (R173 130 – R386 238) plus benefits. Ref No: RCL1/2016

Lecturer Electrical: Rustenburg Campus. Salary: PL1 (R173 130 – R386 238) plus benefits. Ref No: RCL2/2016

Lecturer Electrical: Rustenburg Campus. Salary: PL1 (R173 130 – R386 238) plus benefits. Ref No: RCL3/2016

Lecturer Boilermaking: Rustenburg Campus. Salary: PL1 (R173 130 – R386 238) plus benefits. Ref No: RCL4/2016

Lecturer Music: Rustenburg Campus. Salary: PL1 (R173 130 – R386 238) plus benefits. Ref No: RCL5/2016

Lecturer Mathematics: Rustenburg Campus. Salary: PL1 (R173 130 – R386 238) plus benefits. Ref No: RCL6/2016

Lecturer Information Processing: Rustenburg Campus. Salary: PL1 (R173 130 – R386 238) plus benefits. Ref No: RCL7/2016

Lecturer Computer Practice: Rustenburg Campus Salary: PL1 (R173 130 – R386 238) Plus benefits. Ref No: RCL8/2016

Requirements, experience and skills for Lecturing posts:

- A recognised 3 year Degree/Diploma with majors in the particular field of study. A Teachers qualification and a valid drivers' licence will be strong recommendations.
- 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.

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 timetable 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

Academic Programmes Coordinator (Brits) PL3 Salary:
(R342 753 – R779 253) plus benefits. Ref No: BCAPC1/2016

Requirements and work experience

- A recognised 3 year Degree/Diploma which must include a Teachers qualification and a Management component. At least 6 years lecturing experience, preferably in a TVET College, with three years at an academic supervisory level.
- Accreditation as an Assessor and Moderator would be a strong recommendation.
- 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, conflict resolution, resource mobilization 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, labour relations, financial management, facilities management, education and training and skill development.
- 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:

- Oversee the registration, enrolment and induction of students. • Coordinate Campus timetabling. • Oversee the implementation of best practice in relation to teaching and learning. • Monitor programme delivery. • Coordinate assessments and examinations on Campus. • Support and facilitate the placement of students and lecturers in gaining work based experience/exposure and work integrated learning. • Report to, deputize and support the Campus Manager in ensuring effective Campus management and administration. • Supervise the performance and development of Campus staff. • Compile and submit reports on the academic performance of the Campus.

Heads of Departments x 5 posts:

HoD Electrical Engineering (Mankwe) Salary: PL3 (R342 753 – R779 253) plus benefits. Ref No: HoD MCH1/2016

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma in Electrical Engineering which must include a Teachers qualification. • At least 5 years lecturing experience, preferably in a TVET College, with three years at an academic supervisory level.
- An Artisan qualification, accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations. • Ability to conduct practical training. • Extensive knowledge of academic assessment and moderation procedures. • Sound knowledge of the TVET Colleges landscape, human resources management and labour relations. • Ability to handle pressure and meet deadlines. • Strong 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. Advanced computer skills (MS Word, MS Excel and Powerpoint). • A valid drivers licence

Duties

- Manage the theoretical and practical on-site teaching and training.
- Prepare departmental training schedule, time table and work load of staff.
- Co-ordinate and manage the availability of learning material, equipment and facilities.
- Manage the processes of planning for, control, monitoring and reporting of all examinations, assessments and marking (on and off site).
- Manage and co-ordinate with the administration section regular stock taking of consumable materials and assets of the department.
- Keep abreast of developments in respect of subject knowledge, technology, education and training and contribute to the professional development of subordinates by giving guidance and sharing knowledge, ideas and resources.
- Provide guidance on syllabi, curriculum, unit standards, theoretical and practical and learning outcomes.
- Manage and monitor the compilation and maintenance of personal files, academic progress files and any other related administrative documents in accordance with DHET and College policies.
- Monitor and control the work of Senior Lecturers and Lecturers.
- Create an environment that is conducive to teaching and learning.
- Mentor and coach staff, especially inexperienced staff.
- Manage and monitor staff and students attendance.
- Manage and facilitate students work based experience as well as lecturer work place integrated learning.
- Ensure the smooth running of the department and submit regular reports to the Academic Programmes Coordinator, Campus Manager as well as the Vocational Programmes Manager. Chair the department's meetings.
- Ensure that students receive the necessary support.

HoD ERD (Mankwe Campus) Salary: PL3 (R342 753 – R779 253) plus benefits.

Ref No: MCH2/2016

- A recognised 3 year Degree/Diploma in Mechanical Engineering which must include a Teachers qualification.
- At least 5 years lecturing experience, preferably in a TVET College, with three years at an academic supervisory level.
- An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations.
- Ability to conduct practical training.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape, human resources management and labour relations.
- Ability to handle quantitative and qualitative information, analyse it and present it cogently and effectively as a basis for decision-making.
- Ability to handle pressure and meet deadlines.
- Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting 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.
- Advanced computer skills (MS Word, MS Excel and Powerpoint).
- A valid drivers licence.

Duties

Manage the theoretical and practical on-site teaching and training. • Prepare departmental training schedule, time table and work load of staff. • Co-ordinate and manage the availability of learning material, equipment and facilities. • Manage the processes of planning for, control, monitoring and reporting of all examinations, assessments and marking (on and off site). • Manage and co-ordinate with the administration section regular stock taking of consumable materials and assets of the department. • Keep abreast of developments in respect of subject knowledge, technology, education and training and contribute to the professional development of subordinates by giving guidance and sharing knowledge, ideas and resources. • Provide guidance on syllabi, curriculum, unit standards, theoretical and practical and learning outcomes. • Manage and monitor the compilation and maintenance of personal files, academic progress files and any other related administrative documents in accordance with DHET and College policies. • Monitor and control the work of Senior Lecturers and Lecturers. • Create an environment that is conducive to teaching and learning. • Mentor and coach staff, especially inexperienced staff. • Manage and monitor staff and students attendance. • Manage and facilitate students work based experience as well as lecturer work place integrated learning. • Ensure the smooth running of the department and submit regular reports to the Academic Programmes Coordinator, Campus Manager as well as the Vocational Programmes Manager. Chair the department's meetings.

- Ensure that students receive the necessary academic and social support services.

HoD Hospitality and Tourism Simulation Centre (Mankwe) Salary: PL3 (R342 753 – R779 253) plus benefits. Ref No: MCH3/2016

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma in Hospitality Management including a Teachers qualification.
- At least 5 years lecturing experience, preferably in a TVET College, with three years at an academic supervisory level.
- Accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations.
- Ability to conduct and supervise practical training.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape, human resources management and labour relations.
- Ability to handle pressure and meet deadlines.
- Strong leadership, monitoring and evaluation, communication, 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 professionals.
- SACE registration.
- Advanced computer skills (MS Word, MS Excel and Powerpoint).
- A valid drivers licence.

HoD Office Admin (Brits) Salary: PL3 (R342 753 - R779 253) plus benefits
Ref No: BCH1/2016

Requirements, experience and skills

- A recognised 3 year Degree/Diploma in Commerce including a Teachers qualification.
- At least 5 years lecturing experience, preferably in a TVET College, with two years at an academic supervisory level.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape, human resources management and labour relations.
- Ability to handle pressure and meet deadlines.
- Strong leadership, monitoring and evaluation, communication, 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 professionals.
- SACE registration.
- Advanced computer skills (MS Word, MS Excel and Powerpoint).
- A valid drivers licence.

Duties

Manage the theoretical and practical on-site teaching and training.

- Prepare departmental training schedule, time table and work load of staff.
- Co-ordinate and manage the availability of learning material, equipment and facilities.
- Manage the processes of planning for, control, monitoring and reporting of all examinations, assessments and marking (on and off site).
- Manage and co-ordinate with the administration section regular stock taking of consumable materials and assets of the department.
- Keep abreast of developments in respect of subject knowledge, technology, education and training and contribute to the professional development of subordinates by giving guidance and sharing knowledge, ideas and resources.
- Provide guidance on syllabi, curriculum, unit standards, theoretical and practical and learning outcomes.
- Manage and monitor the compilation and maintenance of personal files, academic progress files and any other related administrative documents in accordance with DHET and College policies.
- Monitor and control the work of Senior Lecturers and Lecturers.
- Create an environment that is conducive to teaching and learning.
- Mentor and coach staff, especially inexperienced staff.
- Manage and monitor staff and students attendance.
- Manage and facilitate students work based experience as well as lecturer work place integrated learning.
- Ensure the smooth running of the department and submit regular reports to the Academic Programmes Coordinator, Campus Manager as well as the Vocational Programmes Manager.
- Chair the department's meetings.
- Ensure that students receive the necessary academic and social support services.

HoD Electrical Engineering (Rustenburg) Salary: PL3 (R342 753 - R779 253) plus benefits. Ref No: RCH1/2016

Requirements, experience and skills

- A recognised 3 year Degree/Diploma in Electrical Engineering which must include a Teachers qualification.
- At least 5 years lecturing experience, preferably in a TVET College, with three years at an academic supervisory level.
- An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations.
- Ability to conduct practical training.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape, human resources management and labour relations.
- 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.
- Strong 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.
- Advanced computer skills (MS Word, MS Excel and Powerpoint).
- A valid drivers licence.

Duties

Manage the theoretical and practical on-site teaching and training.

- Prepare departmental training schedule, time table and work load of staff.
- Co-ordinate and manage the availability of learning material, equipment and facilities.
- Manage the processes of planning for, control, monitoring and reporting of all examinations, assessments and marking (on and off site).
- Manage and co-ordinate with the administration section regular stock taking of consumable materials and assets of the department.
- Keep abreast of developments in respect of subject knowledge, technology, education and training and contribute to the professional development of subordinates by giving guidance and sharing knowledge, ideas and resources.
- Provide guidance on syllabi, curriculum, unit standards, theoretical and practical and learning outcomes.
- Manage and monitor the compilation and maintenance of personal files, academic progress files and any other related administrative documents in accordance with DHET and College policies.
- Monitor and control the work of Senior Lecturers and Lecturers.
- Create an environment that is conducive to teaching and learning.
- Mentor and coach staff, especially inexperienced staff.
- Manage and monitor staff and students attendance.
- Manage and facilitate students work based experience as well as lecturer work place integrated learning.
- Ensure the smooth running of the department and submit regular reports to the Academic Programmes Coordinator, Campus Manager as well as the Vocational Programmes Manager.
- Chair the department's meetings.
- Ensure that students receive the

necessary academic and social support services.

Senior Lecturers x 2 posts:

Senior Lecturer Electrical Engineering (Rustenburg Campus)

Salary: PL2 (R 287 862 – R 719 643) plus benefits. Ref No: RC SL1/2016

Requirements, experience and skills

- A recognised 3 year Degree/Diploma in Electrical Engineering which must include a Teachers qualification. • At least 5 years lecturing experience, preferably in a TVET College. • An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations. • 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. • Strong 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.
- Advanced computer skills (MS Word, MS Excel and Powerpoint). • A valid drivers licence.

Duties

- 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.

Senior Lecturer Report 191 Engineering (Rustenburg Campus)

Salary: PL2 (R 2 8 7 8 6 2 – R 7 1 9 6 4 3) plus benefits. Ref No: RCL2/2016

Requirements, experience and skills

- A recognized 3 year Degree/Diploma in Mechanical Engineering which must include a Teachers qualification.
- At least 5 years lecturing experience, preferably in a TVET College.
- Accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape and DHET policies pertinent to teaching and learning.
- Ability to prepare and present quantitative and qualitative reports.
- Ability to handle pressure and meet deadlines.
- Ability to monitor and facilitate Students and Lecturers' performance and provide critical feedback in an objective manner.
- Good planning, organising, administration, monitoring, evaluation and reporting skills.
- Ability to manage conflict and good communication skills.
- SACE registration.
- Advanced computer skills (MS Word, MS Excel and PowerPoint).
- a valid driver's licence.

Duties

- 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.