



ORBIT TVET COLLEGE

INTERNAL ADVERTISEMENT FOR ORBIT TVET COLLEGE EMPLOYEES ONLY

The College is committed to providing equal opportunities and practising 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 FIXED TERM POST:

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 emailed to recruitment@orbitcollege.co.za.

PLEASE NOTE:

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

Please quote the relevant reference number of the post you are applying for. Applications received after the closing date as well as those faxed will **NOT** be accepted.

CLOSING DATE: 24 February 2024 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: HoD Artisan Development and Partnerships –

Ref no: ORB01/2024 Rustenburg Campus.

PL3 (R465 143.00 plus 37% in lieu of benefits)

Three (03) years fixed contract.

Email: recruitment@orbitcollege.co.za

Requirements, experience and skills

● A recognised three (3) years Degree / National Diploma or equivalent REQV 13 qualification any Business Studies or Engineering studies. ● Teachers qualification. ● Trade Test ● A minimum of three to five year's supervisory experience. ● A formal qualification on Project Management will be an added advantage ● 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.