



ORBIT TVET COLLEGE

The College is committed to providing equal opportunities and practising affirmative action in the administration of its appointments. It is our intention to promote representivity: (race, gender and disability) in the College through filling of posts and a candidate whose appointment, transfer or promotion will assist in achieving this goal 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 ASD HUMAN RESOURCES MANAGEMENT & DEVELOPMENT, ORBIT TVET College, Private Bag X82096, Rustenburg, 0300 or be hand delivered at ORBIT TVET College (Central Office), Fatima Bhayat Street, Rustenburg or forwarded through an email to recruitment@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: 13 October 2023 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.

Post: Campus Manager
Mankwe Campus. Ref: ORB19/2023
PL 5: R 572 346. 00 per annum plus benefits)
Permanent

Requirements, experience and skills

A recognised three (3) years Degree / National Diploma related to the KRAs and a professional qualification in Education • Seven (7) years teaching experience in Education and/or TVET sector • A minimum of three (3) years' management experience in the teaching and learning environment, preferably at a TVET College. Knowledge and understanding of the Public TVET College sector and its regulatory and legislative framework. • Knowledge / experience of student registration, timetables, staff utilisation and examinations / assessments. Sound knowledge of Financial Management, HR Management, Resources and Project Management, QMS, Diversity Management, Conflict Management and negotiations. • Leadership, analytical and strategic thinking skills. Planning and organizing. Administrative skills. • Sound report writing and presentation skills. • Communication and interpersonal skills. Computer literacy. • A valid driver's licence. • SACE registration.

Duties and responsibilities

Report to the Principal on general governance and management issues, to the Deputy Principal Academic Programmes and Student Support Services on Academic Programmes and Student Affairs, to the Deputy Principal Corporate Services on HR, IT, Administration and Communication and to the Deputy Principal Finance on Financial and Supply Chain Management. Implement and monitor policy compliance. Initiate new innovations that are congruent with the strategic plan of the College and the TVET Sector. Ensure quality assurance of learning delivery, academic excellence and student retention and success. Promote a culture of teaching and learning and ensure that all activities are in line with the relevant legislation and policies. Responsible for performance management and development of staff. Maintain staff and students discipline. Ensure an equitable workload distribution for staff. Ensure proper utilisation, maintenance and security of resources, facilities and grounds. Oversee and monitor enrolment and registration as well as assessment and examination activities. Manage student support services at campus level. Establish and maintain partnerships with business firms and government departments. Establish and maintain sound relationships with all stakeholders including the SRC and social partners (trade unions). Ensure that students and lecturers obtain work-based experience / exposure and work integrated learning. Guide, supervise and offer professional advice to staff. Responsible for the smooth running of the Campus in general as well as ensuring that all requests from the Central Office and the Department of Higher Education and Training are adhered to within the stipulated timelines. Manage the consolidation and submission of Campus reports. Oversee and monitor all administrative and financial activities. Contribute to the audit review and monitoring processes related College objectives.

Post: Facilitator – Centre of Specialisation - Diesel Mechanic Trade.
Mankwe Campus. Ref: ORB02/2023
SL9 (R424 104.00 plus 37% in lieu of benefits per annum)
Three years (03) Contract Fixed Term Contract
Re-advertisement

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma or equivalent REQV13 qualification in Diesel trade • Qualified Diesel Mechanic, e.g. trade test passed. • Education, Training &

Development Practice (ETDP) or related qualification will be an added advantage. • Registered Assessor and Moderator will be an added advantage. • Knowledge of the Diesel Mechanic Industry. • Analytical skills. • Legislative and regulatory environment, including Occupational Health & Safety regulations and requirements, and experience in implementation of these. • Planning and organizing skills including lesson planning skills. • Verbal and written communication skills, including presentation or lecturing skills and report writing skills. • Ability to assess apprentices in accordance with set requirements. Interpersonal skills. • Three (3) to five (5) years or appropriate artisan experience as a Diesel Mechanic E.g. Subject Matter Expert with specific experience in the following areas: Differentials; Steering box; Wheel alignment; Air brakes; Battery; Engine fitting; Cylinder head; Injectors; Engine problem solving; Gearbox. • Two (2) years or more training / workshop experience will be an added advantage. Computer literacy (Microsoft Office Suite). • Valid driver's licence. Quality control and assurance.

Duties and responsibilities

Provide theoretical and practical training applicable to the Diesel trade, and according to predetermined curriculums and lesson frameworks. • Assess and/or moderate theoretical and practical competencies of apprentices in the programme against pre-determined requirements. • Ensure that training equipment, workshops and related resources are available and in working order, and conduct regular inventory control. • Perform administrative and management functions, including preparing and submitting reports to relevant authorities, preparation of training registers, preparation and completion of apprentice files, and any other administration required by oversight bodies. • Attend industry and training workshops, as well as any other prescribed training to ensure own continuous professional development. • Ensure training environment and activities are compliant to all safety, health and environmental requirements. • Plan delivery of the occupational qualification in such a way that the apprentices are prepared to complete and pass the relevant assessments and trade test. • Manage scheduling of apprentices for theory and industry placement/practical components of programme.

Post: Senior Lecturer Engineering Studies
Rustenburg Campus - Ref no: ORB22/2023
PL2 (R 394 032.00 per annum plus benefits)
Permanent

Requirements, experience and skills

• An appropriate three (03) years Degree/National Diploma or equivalent REQV13 qualification in Electrical Engineering • A Teachers qualification • A trade test certificate will be an added advantage • Assessor and Moderator Certificates will be an added advantage • At least three (03) years lecturing experience, preferably in a TVET College. • 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. ● Coordinate the procurement of the program'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: Senior Labour Relations Officer

Central Office - Ref no: ORB09/2022

SL 8 (R 359 517.00 per annum plus benefits)

Permanent

Re - advertisement

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma or equivalent REQV13 qualification in Labour Relations, Employment Relations / Human Resource Management. ● Three (3) to five (5) years' experience in Labour Relations or Human Resource Management environment or related field. ● Thorough knowledge of TVET landscape, legislation, public service human resources policies and procedure, labour relations, collective agreements, conduct management, dispute resolutions and conflict management techniques. ● Good report writing, project and time management, presentation, interpersonal, strong administrative, analytical, problem solving, supervisory and customer / client care skills. ● Proactive and have the ability to work independently as well in a team. ● Computer literacy including Microsoft word, excel and PowerPoint. ● Good presentation and facilitation skills. ● Knowledge of PERSAL and BMS systems. ● A valid driver's license

Duties and Responsibilities

● Ensure overall supervision and proper implementation of labour relations guidelines and processes. ● Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes. ● Ensure overall supervision and proper implementation of misconduct case processes. ● Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions. ● Represent the employer and monitor the implementation of litigation outcomes ● Ensure overall supervision of sound employment relationships. Supervise human, physical, financial and other resources. ● Advise management on the promotion of sound labour relations. ● Promote constructive employee relations. ● Conduct training on labour relations

and employee code of conduct. ● Maintain records and submit reports on all labour relations matters.
● Capturing of labour relations matters on PERSAL and BMS systems.

Post: IT Technician

Rustenburg and Mankwe Campuses - Ref no: ORB11/2023

SL 7 (R 294 321.00 per annum plus benefits)

Permanent

Re - advertisement

Requirements, experience and skills

An appropriate three (03) years Degree/National Diploma or equivalent REQV13 qualification in Information Technology (IT) / Computer Science. ● A+ and N+ will be added advantage ● One (1) to Two (02) years' experience in an information technology environment ● Experience in the use of personal computer hardware and software with specific knowledge of spread sheet, word processing and database applications; Windows operating systems, and integrated financial systems; knowledge of microcomputer hardware repair. ● Proven computer literacy, including advanced MSWord, Excel and PowerPoint. ● Experience in network hardware and operating systems, their installation and maintenance. ● Ability to communicate technical information in a nontechnical manner and to work effectively with users with varying levels of expertise. ● Knowledge of fundamental programming theories. ● Ability to diagnose and correct system problems. ● Proven knowledge and competence regarding computer hardware and software, its installation; its technical operation; and the ability to solve computer-related problems. ● Proven experience in providing all levels of user and application support. ● A valid drivers' licence.

Duties and responsibilities

Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions ● Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on the functionality of application software. ● Set up, install and test new units prior to handover and monitoring functionality in the live environment. ● Maintain data dictionaries/ directories and control the distribution and retention of data on various storage devices ● Receive and prioritise end user support calls and requests. ● Troubleshoot less complex problems with remote and local users on line, telephonically and/or by visiting user sites to analyse, diagnose and resolve application and operating system related problems. ● Provide guidance to new users with start-up/log-on procedures and/or sequences, tools and capabilities of associated packages. ● Create short cuts to facilitate easy access to commonly used applications and/or set up fields and formats for reporting purposes. ● Administer the WAN and LAN networks. ● Monitor and administer the usage of the internet. ● Update the IT asset register. ● Maintain records of licences permitting the use of specific software. ● Perform system backup ● Implement appropriate security measures to safeguard data and restrict access appropriately. ● Audit web sites and applications to ensure that standards are met; security measures are in place and determine and address the impact of new requirements and programming changes required. ● Design, develop and maintain web applications (e.g. data modelling, coding, integration, testing, debugging, maintenance, documentation code libraries and reporting.

Post: Lecturer Engineering Studies X2

Rustenburg Campus - Ref no: ORB13/2023

PL 1 (R 244 884.00 per annum plus benefits)

Permanent

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma or equivalent REQV13 qualification in qualification in Mechanical Engineering - Boiler making • A trade test certificate in Boiler making will be an added advantage • 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.

**Post: Lecturer Haircare (PL 1) Permanent
Rustenburg Campus - Ref no: ORB14/2023
PL 1 (R 244 884.00 per annum plus benefits)**

Permanent

Re - advertisement

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma or equivalent REQV13 qualification in Haircare • A Teachers qualification • SACE registration certificate. • In-depth knowledge of the subject • Excellent communication in English (written and verbal), organizing, 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

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.

Post: Lecturer Jewellery (PL 1)

Rustenburg Campus - Ref no: ORB15/2022

PL 1 (R 244 884.00 per annum plus benefits)

Permanent

Re-advertisement

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma or equivalent REQV13 qualification in Jewellery • 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.

Post: Lecturer Engineering Studies

Mankwe Campus - Ref no: OR16/2023

PL1 (R 244 884.00 per annum plus benefits)

Permanent

Re - advertisement

Requirements, experience and skills

An appropriate three (03) years Degree/National Diploma or equivalent REQV13 qualification in Mechanical Engineering • A Teachers qualification • A Trade test certificate will be an added advantage. • SACE registration certificate. • In-depth knowledge of the subject • Excellent communication in English (written and verbal), organizing, 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

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.

Post: Lecturer Fundamentals

Mankwe Campus - Ref no: ORB20/2023

PL1 (R 244 884.00 per annum plus benefits)

Permanent

Re - advertisement

Requirements, experience and skills

An appropriate three (03) years Degree/National Diploma or equivalent REQV13 qualification with major in English • A Teachers qualification • SACE registration certificate. • In-depth knowledge of the subject • Excellent communication in English (written and verbal), organizing, 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

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.

Post: Lecturer Fundamentals

Mankwe Campus - Ref no: ORB21/2023

PL1 (R 244 884.00 per annum plus benefits)

**Permanent
Re - advertisement**

Requirements, experience and skills

An appropriate three (03) years Degree/National Diploma or equivalent REQV13 qualification with major in Mathematics Literacy • A Teachers qualification • SACE registration certificate. • In-depth knowledge of the subject • Excellent communication in English (written and verbal), organizing, 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

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.

Post: Lecturer Business Studies
Brits Campus - Ref no: ORB22/2023
PL1 (R 244 884.00 per annum plus benefits)
Permanent
Re - advertisement

Requirements, experience and skills

An appropriate three (03) years Degree/National Diploma or equivalent REQV13 qualification with major in accounting • A Teachers qualification • SACE registration certificate. • In-depth knowledge of the subject • Excellent communication in English (written and verbal), organizing, 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

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.

Post: Examination Officer

Brits Campus - Ref no: ORB23/2023

SL 7 (R 294 321.00 per annum plus benefits)

Permanent

Requirements, experience and skills

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma in Education, Administration or equivalent REQV13 qualification. • Two (2) to three (3) years relevant experience in the TVET teaching, learning, assessment and examination environment • Proven experience in the interpretation and implementation of relevant TVET Examination and Assessment policies, guidelines and procedures • Knowledge of White Paper on PSET Act • Knowledge of the Public TVET sector and its regulatory and legislative framework • Knowledge and understanding of the Higher Education sector • Knowledge and understanding of TVETMIS and ITS systems • Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development • Knowledge of Skills Development Act, Public Service Regulations. and Public Service Act, Labour Relations Act • Administrative skills • Ability to function independently and without supervision • Ability to work under pressure • Planning and organizing skills • Financial management skills • Report writing skills • Communication and interpersonal skills • Problem solving skills • Analytical skills • Client oriented skills • Project management skills • Team leadership skills • People management skills • Proven Computer literacy skills (Microsoft Office) • A valid driver's License

Duties and responsibilities

Administration and coordination of effective and efficient internal and external examination services. • Facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. • Coordinate and conduct training of Invigilators, Markers and Data Capturers • Support campuses to complete the training of Invigilators. • Process application and issuing of certificates services. • Participate in and inform the college's assessment, examination and moderation policy development.