



## 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](mailto: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: 12 January 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.**

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

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

● A recognised three (3) years Degree / National Diploma or equivalent REQV 13 qualification with specialization in Mechanical Engineering ● A Teachers qualification ● A trade test certificate under Boiler making or Fitting & Turning or Fitting & Machining ● Assessor and Moderator Certificates will be an added advantage ● At least three (03) years lecturing experience in a TVET college ● Ability to lecture Strength of materials, Power machines, Mechanotechnics and Mathematics at higher levels (i.e. N5 and N6) will be an added advantage ● Ability to conduct practical training ● Excellent knowledge of academic assessment and moderation procedures ● Sound knowledge of the TVET colleges landscape and 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 the deadlines ● Good leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving 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 ● Computer literacy (i.e. Microsoft Word, Excel and PowerPoint). ● A valid SACE registration certificate ● A valid drivers' license.

### **Duties and responsibilities:**

● Assist with recruitment, registration and induction of students. ● Facilitate general academic and career development of students. ● Prepare and present theoretical and practical 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: Senior Accountant**

**Central Office - Ref no: ORB24/2023**

**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 Accounting / Financial Accounting
- Three (3) to five (5) years' experience At least three (3) years relevant experience in the management of expenditure and budget control.
- Thorough knowledge of TVET landscape, legislation, and preparation of Annual Financial Statements.
- Sound knowledge of relevant legislation which includes CET Act, PFMA, PPPFA, PSA, Treasury Regulations, GRAP and DORA.
- Good report writing, project and time management, presentation, interpersonal, strong administrative, analytical, problem solving, supervisory and customer care skills.
- Ability to develop strategic plans.
- 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 financial operating systems (BMS). Knowledge of management of institutional budget. Ability to resolve problems, have a sense of responsibility.
- A valid driver's license will be an added advantage.

### **Duties and Responsibilities**

- Develop, review, and ensure proper implementation of appropriate policies and procedures.
- Monitor expenditure to ensure alignment with approved budget and cash flow projections.

- Apply budget control measures.
- Compile, monitor, and load approved annual budget (CAPEX and OPEX) in the BMS.
- Ensure overall supervision and provision of expenditure and general payment services
- Ensure overall supervision of cash and expenditure management services.
- Compile and monitor monthly income and expenditure reports
- Monitor and ensure performance of monthly reconciliations
- Ensure overall supervision and provision of financial accounting services.
- Manage investments
- Manage payment of suppliers in compliance with treasury regulations.
- Manage creditors
- Supervise human, physical, and financial resources
- Process journals and other financial transactions
- Supervise and maintain proper filing system
- Ensure completion of performance agreements by unit junior staff
- Assist with the development and preparation of Annual Financial Statements
- Provide support and liaise with external auditors.

**Post: Facilitator Hairdresser**

**Rustenburg Campus - Ref no: ORB25/2023**

**PL 1 (R 244 884.00 cost to employer)**

**Thirty-Eight Months fixed term contract**

**Requirements, experience and skills**

An appropriate three (03) years Degree / National Diploma or equivalentt REQV13 qualification in Hair dressing

- Qualified Artisan
- Experience in salon related environment
- Teaching experience 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 will be an added advantage.
- A valid drivers' license will be an added advantage.
- Registration with NAMB 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: Facilitator Beauty and & Nail Technology**

**Rustenburg Campus - Ref no: ORB26/2023**

**PL 1 (R 244 884.00 cost to employer)**

**Fifteen months fixed term contract**

**Re – advertisement**

**Requirements, experience and skills**

An appropriate three (03) years Degree / National Diploma or equivalent REQV13 qualification in Beauty and Nail Technology • Qualified Artisan will be an added advantage • Experience Beauty and & Nail Technology related environment • Teaching experience 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 will be an added advantage. • 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: General Worker – SL2 Groundsman**  
**Permanent**  
**Rustenburg Campus - Ref no: ORB27/2023**  
**(R125,373.00 per annum plus benefits)**  
**Permanent**

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

Grade 10 / NQF Level 1 to 2 (Abet level 2 Certificate or Equivalent) • Effective communication skills in home language and Basic English • Good Listening skills • Ability to complete operational activities timeously as required. • Ability to perform physical activities related to grounds, facilities and operating equipment. • Good communication (verbal and written) • A valid driver's license will be an added advantage.

### **Duties and responsibilities**

• Ensure the cleanliness and tidiness of the Campus grounds. • Assist with general facilities repairs and maintenance when required. • Move furniture and equipment when required. • Clean and maintain equipment after use. • Report defects or malfunctioning equipment. • Cleaning and driving of College vehicles as per route plan