



ORBIT TVET COLLEGE

The College is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representation: (race, gender and disability) within the College through 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 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.

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: 10-01-2025 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 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 or direct your enquiries to Ms ML Mahuma or Ms KB Molefe on (014) 597 5500 or (014) 597 5540/3/4/5594

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

Post: Campus Manager
Brits Campus. Ref: ORB14/2024
PL 5 (R 599 247.00 per annum plus benefits)
Permanent

Requirements, experience and skills

A recognised Degree/REQV 13 qualification in Education or relevant equivalent • Seven (7) years teaching experience in Education and 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, Human Resource 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. • SACE registration. • A valid driver's license

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, OHS, Infrastructure related matters, Deputy Principal Finance on Financial and Supply Chain Management, Deputy Principal innovation and Development Services on Registration, Bursaries and MOU's related matters. • 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: Lecturer Engineering Studies
Brits Campus - Ref No: ORB15/2024
Salary PL1 (R256 395.00 per annum plus benefits)
Permanent

Requirements, experience and skills

- A recognised Degree/REQV 13 qualification in qualification in Electronics/Mechatronics/Computer Science or equivalent ● A trade test certificate will be an added advantage ● A teacher's qualification will be an added advantage. ● Skill and/or experience in Rasberry and Arduino, C++, 3D printing will be an added advantage v● 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 ● Set and moderate assessments (Pre and Post assessment moderation ● 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 ● Mark and moderate Internal and External assessments/examinations ● Participate in student extra- curricular activities and promote the holistic development of students.

Post: Lecturer Engineering Studies
Brits Campus - Ref No: ORB16/2024
Salary PL1 (R256 395.00 per annum plus benefits)
Permanent

Requirements, experience and skills

- A recognised Degree/REQV 13 qualification in Mechanical Engineering or equivalent specializing in Mechanotechnics and Engineering drawing ● A trade test certificate 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 ● Set and moderate assessments (Pre and Post assessment moderation ● 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 ● Mark and moderate Internal and External assessments/examinations ● Participate in student extra- curricular activities and promote the holistic development of students.

Post: Lecturer Engineering Studies

Brits Campus - Ref No: ORB17/2024

Salary PL1 (R256 395.00 per annum plus benefits)

Permanent

Requirements, experience and skills

● A recognised Degree/REQV 13 qualification in Electrical Engineering or equivalent ● A trade test certificate will be an added advantage ● A teacher's qualification will be an added advantage. ● Ability to offer Industrial Electronics ● 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 ● Set and moderate assessments (Pre and Post assessment moderation ● 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 ● Mark and moderate Internal and External assessments/examinations ● Participate in student extra- curricular activities and promote the holistic development of students.

Post: Lecturer: Business Studies
Brits Campus. Ref No.: ORB18/2024.
Salary PL1 (R256 395.00 per annum plus benefits)
Permanent

Requirements, experience and skills

- A recognised Degree/REQV 13 qualification majoring in Financial Management and Financial Accounting or equivalent.
- A teacher's qualification
- 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.
- 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: Business Studies
Brits Campus. Ref No.: ORB19/2024.
PL1 (R 256 395.00 per annum plus benefits)
Permanent

Requirements, experience and skills

- A recognised Degree/REQV 13 qualification in Management Assistant or equivalent
- A teacher's qualification
- 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.
- 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: Business Studies
Brits Campus. Ref No.: ORB20/2024.
PL1 (R 256 395.00 per annum plus benefits)
Permanent

Requirements, experience and skills

- A recognised Degree/REQV 13 qualification in Public Management or Business Management or equivalent
- A teacher's qualification
- 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.
- 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
Rustenburg Campus - Ref No: ORB21/2024
Salary PL1 (R256 395.00 per annum plus benefits)
Permanent

Requirements, experience and skills

- A recognised Degree/REQV 13 qualification specialising in Fitting and Machining or equivalent
- A trade test certificate in Fitting
- A teacher's qualification will be an added advantage
- An ability to lecture Engineering graphics and design
- In-depth knowledge of mechanical subjects and in particular Fitting and machining
- 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 (preferably CAD).
- 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
- Set and moderate assessments (Pre and Post assessment moderation
- 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
- Mark and moderate Internal and External assessments/examinations
- Participate in student extra- curricular activities and promote the holistic development of students.

Post: Lecturer: Fundamentals

Rustenburg Campus. Ref No.: ORB22/2024.

PL1 (R 256 395.00 per annum plus benefits)

Permanent

Requirements, experience and skills

- A recognised Degree/REQV 13 qualification or equivalent majoring in Information and Communication Technology (ICT)
- Computer Literacy in MS Office (Word, Excel, PowerPoint, Outlook)
- A teacher's qualification
- In-depth knowledge of the subject (Basic knowledge of psychology and of life skills)
- 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.
- 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: Business Studies
Rustenburg Campus. Ref No.: ORB23/2024.
PL1 (R 256 395.00 per annum plus benefits)
Permanent

Requirements, experience and skills

● A recognised Degree/REQV 13 qualification in Jewellery Design and Manufacturing or equivalent majoring in jewellery design/jewellery drawing and manufacturing ● Assessor and Moderator Certificate will be an added advantage ● Gold Smith Certificate will be an added advantage ● A teacher's qualification will be an added advantage ● 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. ● 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: Business Studies
Rustenburg Campus. Ref No.: ORB24/2024.
PL1 (R 256 395.00 per annum plus benefits)
Permanent

Requirements, experience and skills

● A recognised Degree/REQV 13 qualification in Business Management or equivalent majoring in Computer Application Technology ● A teacher's qualification ● 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. ● 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: ORB25/2024
Salary PL1 (R256 395.00 per annum plus benefits)
Permanent

Requirements, experience and skills

• A recognised Degree or equivalent REQV 13 qualification specialising in Fitting and Machining • A trade test certificate in Fitting • A teacher's qualification will be an added advantage • An ability to lecture Engineering graphics and design • In-depth knowledge of mechanical subjects and in particular Fitting and machining • 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 (preferably CAD). • 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 • Set and moderate assessments (Pre and Post assessment moderation • 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 • Mark and moderate Internal and External assessments/examinations • Participate in student extra- curricular activities and promote the holistic development of students.

Post: Lecturer Engineering Studies X 2
Mankwe Campus - Ref No: ORB26/2024
Salary PL1 (R256 395.00 per annum plus benefits)
Permanent

Requirements, experience and skills

• A recognised Degree/REQV 13 qualification specialisation in Electronics Engineering/Mechatronics or Computer Science • A trade test certificate will be an added advantage • A teacher's qualification will be an added advantage. • A trade test certificate • A Teachers qualification will be an added

advantage. • Ability to lecture Engineering Graphics and Design • 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 • Set and moderate assessments (Pre and Post assessment moderation • 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 • Mark and moderate Internal and External assessments/examinations • Participate in student extra- curricular activities and promote the holistic development of students.