



ORBIT TVET COLLEGE

ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING VACANT FIXED TERM AND PERMANENT POSTS:

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.

PLEASE NOTE:

A completed Z83 form should be accompanied by 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 and ID document.

Please quote the relevant 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: 03 APRIL 2019

Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification. Where necessary, 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. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

Post: Academic Programmes Coordinator - Mankwe Campus

PL3 (R391 677 per annum plus benefits) Permanent

Ref No: ORB25/2019

Requirements and work experience

- A recognised three (03) year Degree/ National Diploma or equivalent REQV13 qualification relevant to KPAs. Teachers qualification.
- At least five (05) years lecturing experience, preferably in a TVET College, with three (03) years on an academic supervisory level.
- Accreditation as an Assessor and Moderator will be an added advantage
- 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 and problem solving skills.
- Ability to manage sub-ordinates performance and provide critical feedback in an objective manner.
- SACE registration.
- Knowledge of public administration, policies and procedures pertinent to human resources management, financial management and education and training.
- 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 driver's license.

Duties and responsibilities

- Supervise the performance and development of academic staff on campus.
- Oversee the recruitment, registration and induction of students.
- Co-ordinate campus timetabling.
- Manage the processes of planning, control, monitoring and reporting of all Campus examinations, assessments and marking (on and off site).
- Oversee the implementation of best practice in relation to teaching and learning. Monitor and control the duties of Campus HoDs.
- Create an environment that is conducive for teaching and learning.
- Monitor programme delivery.
- Quality assure the annual development plans for the Campus academic staff.
- Support and facilitate the placement of students and lecturers in gaining work based experience/exposure and work integrated learning.
- Support the Campus Manager in ensuring effective Campus management and administration.
- Compile and submit reports on the academic performance of the campus.
- Ensure the smooth running of the campus academic matters and submit regular reports to the Campus Manager, Academic board as well as the Vocational Programmes Manager.
- Ensure that students and academic staff receive the necessary academic and social support services.

Post: Facilities Manager - Mankwe Campus.

SL8 (R299 899 per annum plus benefits) Permanent

Ref: ORB26/2019

Requirements, experience and skills

- An appropriate Degree/National Diploma or equivalent REQV13 qualification specializing in facilities construction/maintenance/management. At least three (03) years' experience in facilities construction/management/maintenance and projects management. Two (02) years supervisory experience
- A valid driver's license.
- A conceptual understanding of all public service legislative frameworks.
- Risk management experience in project management.
- Good report writing, verbal and written communication, outstanding human relation and supervisory skills
- Proficiency in analyzing and solving problems related to projects.
- Ability to work with the team and excellence in gathering help needed in developing a working project management plan. Willingness to perform duties outside normal working hours.

Duties and Responsibilities

- Submit maintenance needs (including consumables) to the Campus Manager.
- Monthly inspection reports on maintenance needed/completed for campus facilities.
- Compile, in collaboration with the foreman, daily/weekly maintenance and cleaning services of the whole campus. Monitor the quality of maintenance activities.
- Ensure compliance to Occupational Health and Safety regulations.
- Assess need for the use of external service providers for maintenance.
- Ensure compliance to rental contracts with tenants of staff houses
- Negotiate contracts with external stakeholders for the use of college facilities in collaboration with Campus management and ensure that funds are deposited in campus bank account.
- Ensure that gardens, classrooms, offices and simulations, hostels and all other buildings within the campus are properly clean and maintained.
- Ensure landscaping of underdeveloped areas to enhance the campus image in collaboration with Management.
- Convene regular meetings with facilities support staff to ensure execution of daily activities.
- Ensure that relevant tools, equipment and machinery are available/maintained to execute daily tasks.
- Facilitate, in collaboration with Campus Manager, appropriate training that would enhance job outputs of facilities support staff.
- Control daily attendance and leave of facilities and Support staff.
- Monitor Security services in line with the SLA/MOU.
- Responsible for supervision of different tasks in completing construction/ maintenance projects.
- Responsible for the flow of information from the College level project supervisor (the organizational point where the service/projects is requested) to the team regarding the project in the Department of Higher Education.
- Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are met.
- Meet the project owner, ensure that appropriate specifications are set, or meet a higher standard.
- Update information on the project management tools.
- Make arrangements for the project completion based on specifications of the project owner.
- Put a proficient team together to achieve the purpose of the work in changing circumstances and fixed circumstances, and in a responsive circumstance using leadership and management expertise.
- Plan, initiate, execute, supervise, and roundup assigned projects.

Post: Senior Lecturer Transport & Logistics - Mankwe Campus

PL2 (R328 953 per annum plus benefits) Permanent

Ref: ORB27/2019

Requirements, experience and skills

- A recognised Degree/Diploma in Transport & Logistics/Business Management or equivalent qualification REQV13 qualification. A Teachers qualification.
- At least three (03) years lecturing experience, preferably in a TVET College.
- Accreditation as an Assessor and Moderator will be an added advantage.
- Knowledge of academic assessment and moderation procedures.
- Knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning.
- Good project and events management skills. Good negotiation, networking, reporting, conflict resolution and problem solving skills.
- Ability to manage performance and provide critical feedback in an objective manner.
- Good track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues.
- SACE registration.
- Computer literacy.
- A valid drivers' license.

Duties and responsibilities:

- Assist with and supervise 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 the interpretation and implementation of syllabi, curriculum and learning outcomes. ● Implement and monitor all policies that impact on learning delivery including assessments, 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 Lecturers, 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 performance and attendance. Implement strategies to enhance the academic performance of the department. ● Manage and facilitate Students Work Based Experience as well as Lecturers Work place Integrated Learning. Ensure the smooth running of the department and submit regular reports to the HoD. ● Chair meetings of Lecturers and Students within the department.

**Post: Senior Lecturer Report 191 Engineering Studies. Rustenburg Campus
PL2 (R328 953 per annum plus benefits) Permanent
Ref: ORB28/2019**

Requirements, experience and skills

● A recognised three (03) year Degree/National Diploma in Mechanical Engineering/Electrical or equivalent REQV13 qualification ● A Teachers/Artisan qualification. ● At least three (03) years lecturing experience, preferably in a TVET College. ● Accreditation as an Assessor and Moderator will be an added advantage. ● Knowledge of academic assessment and moderation procedures. ● Knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. ● Good project and events management skills. Good negotiation, networking, reporting, conflict resolution and problem solving skills. ● Ability to manage performance and provide critical feedback in an objective manner. ● Good track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. ● SACE registration. ● Computer literacy. ● A valid drivers' license.

Duties and responsibilities:

● Assist with and supervise 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 Lecturers, 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 performance and attendance. Implement strategies to enhance the academic performance of the department. ● Manage and facilitate Students Work Based Experience as well as Lecturers Work place Integrated Learning. Ensure the smooth running of the department and submit regular reports to the HoD ● Conduct unit's staff and students meetings.

HoD: Engineering Studies - Rustenburg Campus
PL3 (R391 677 per annum plus benefits) Permanent
Ref No: ORB29/2019

Requirements, experience and skills

- A recognised three (03) year Degree/National Diploma in Mechanical/Electrical Engineering or equivalent REQV13 qualification. A Teachers/Artisan qualification.
- At least five (05) years lecturing experience, preferably in a TVET College, with three years at an academic supervisory level.
- Accreditation as an Assessor and Moderator.
- 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 driver's license.

Duties and responsibilities

- 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 Lecturer: Office Administration - Rustenburg Campus
PL2 (R328 953 per annum plus benefits) Permanent
Ref No: ORB30/2019

Requirements, experience and skills

- A recognised three (03) year Degree/ National Diploma in Management Assistant/Office Administration with Office Practice, Information Processing and Computer practice subjects or equivalent REQV13 qualification.
- A Teachers qualification.
- At least three (03) years lecturing experience, preferably in a TVET College.
- Accreditation as an Assessor and Moderator.
- 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 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 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. • Conduct unit's staff and students meetings.

Post: Lecturer: Boilermaking - Rustenburg Campus
PL1 (R198 774 per annum plus benefits) Permanent
Ref: ORB31/2019

Requirements, experience and skills

• A recognised three (03) Degree/National Diploma in Boilermaking or equivalent REQV13 qualification • A Teachers/Artisan qualification • Accreditation as an Assessor and Moderator will be an added advantage • 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 • SACE registration • Computer literacy. • 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 • 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.

Post: Lecturer: Mechanical Engineering - Rustenburg Campus
PL1 (R198 774 per annum plus benefits) Permanent
Ref no: ORB32/2019

Requirements, experience and skills

- A recognised three (03) Degree/Diploma in Mechanical Engineering or equivalent REQV13 qualification
- A Teachers/Artisan qualification
- Accreditation as an Assessor and Moderator will be an added advantage
- 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
- SACE registration
- Computer literacy.
- 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
- 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

Post: Lecturer: Office Administration - Rustenburg Campus
PL1 (R198 774 per annum plus benefits) Permanent
Ref no: ORB33/2019

Requirements, experience and skills

- A recognised three (03) Degree/National Diploma or equivalent REQV13 qualification in Management Assistant/Office Administration with Office Practice, Information Processing and Computer practice subjects
- A Teachers qualification
- Accreditation as an Assessor and Moderator will be an added advantage
- 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
- SACE registration
- Computer literacy.
- A valid drivers' license will be 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
- 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.

Post: Lecturer: English - Rustenburg Campus
PL1 (R198 774 per annum plus benefits) Permanent
Ref no: ORB34/2019

Requirements, experience and skills

- A recognised three (03) Degree/National Diploma or equivalent REQV13 qualification English as a major subject
- A Teachers qualification
- Accreditation as an Assessor and Moderator will be an added advantage
- 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
- SACE registration
- Computer literacy.
- A Valid drivers' license will be 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
- 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

Post: Manager: Centre of Specialisation – Central Office

Salary: SL9 (R356 889 per annum plus 37% in lieu of benefits) 03 Years Fixed Term Contract
Ref no: ORB35/2019

Requirements, experience and skills

An appropriate three (03) Degree/National Diploma or equivalent REQV13 qualification in Diesel/Electrical trades coupled with at least Five (05) years project management experience and three (03) years' supervisory experience. Candidates that have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as a candidate that is registered as a Project Manager or Professional Project Manager with Project Management South Africa or other related bodies. Good knowledge of the TVET framework will also be an added advantage. Candidates must be proficient in English. A valid driver's license.

This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames.

Duties and responsibilities:

Responsible for ensuring the smooth running of the Diesel and Electrical Centre of Specialisation trades within the College. Effectively monitor, evaluate and report on the achievements, challenges,

management, operational performance and procurement of Diesel and Electrical COS trades. Responsible for performing expense verification and performance information verification related to the project. Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and strategic advice regarding Centre of Specialisation activities to the College management. Participate as an active member of the College management board. Effectively implement the project management framework for Centre of Specialisation Diesel and Electrical trades.

Post: Labour Relations Practitioner - Central Office
SL7 (R242 475 per annum plus benefits) Permanent
Ref: ORB36/2019

Requirements, experience and skills

A recognized three (03) Degree/National Diploma in Labour Relations or equivalent REQV13 qualification. Two years relevant experience in labour relations 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. Computer literacy including microsoft word, excel and powerpoint. Good presentation and facilitation skills. PERSAL and BMS systems. A valid driver's license. 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.

Duties and Responsibilities

Advise management on the promotion of sound labor relations. Promote constructive employee relations consistent with broad objectives. Deal with union representatives on labour and other related issues. Deal with disputes, grievance, complaints and disciplinary cases and ensure compliance within prescribed time frames. Give constant feedback to management at all levels with regard to labour 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: HR Administrator/Assistant - Central Office
SL7 (R242 475 per annum plus benefits) Permanent
Ref: ORB37/2019

Requirements, experience and skills

A recognised three (03) Degree/National Diploma in Human Resource Management/Public Administration or equivalent REQV13 qualification. Three (03) years relevant experience in HR field within the Public, TVET or Higher Education Sector. Computer literacy. PERSAL and BMS system. Knowledge of TVET Sector or Higher Education Human Resource Legislative Frameworks and

Administration procedures. Knowledge of Basic Conditions of Employment Act. Good report writing, project, time management, presentation, written and verbal communication, interpersonal, strong administrative, analytical, problem solving, supervisory and customer/Client care skills. Proactive and have the ability to work independently as well as in a team. A valid driver's license.

Duties and Responsibilities

- Recruitment and Selection administration.
- Co-ordinate leave and attendance administration.
- Co-ordinate processing of terminations.
- Provide administrative support to the HR Administration Practitioner, Labour Relations Officer and Human Resource Development Practitioner.
- Address leave queries of College staff members.
- Co-ordinate HR submissions to the HR Manager and Head office.
- Ensure that all eligible staff members complete pension fund forms and oversee submissions to Head office for processing.
- Ensure effective and efficient staff benefits administration.
- Co-ordinate the College wellness programme.

Post: Lecturer Mathematics - Brits Campus

Salary PL1 (R198 774 per annum plus benefits) Permanent

Ref no: ORB38/2019

Requirements, experience and skills

- A recognised three (03) Degree/National Diploma or equivalentt REQV13 qualification Mathematics as a major
- A Teachers qualification
- Accreditation as an Assessor and Moderator will be an added advantage
- 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
- SACE registration
- Computer literacy.
- 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

- 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

Post: Lecturer Electrical Engineering - Rustenburg Campus

PL1 (R198 774 per annum plus benefits) Permanent

Ref No: ORB39/2019

Requirements, experience and skills

A recognised three (03) Degree/National Diploma or equivalentt REQV13 qualification in Electrical Engineering

- A Teachers/Artisan qualification
- Accreditation as an Assessor and Moderator will be an added advantage
- 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 promote a conducive teaching and learning environment
- SACE registration
- Computer literacy.
- 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
- 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.