



ORBIT TVET COLLEGE

The College is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

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 and signed 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 submit application documents for each post. Applications received after the closing date as well as those faxed or emailed will **NOT** be accepted.

CLOSING DATE: 03 March 2020 at 16:00

Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualifications and employment verifications. Where applicable, candidates will be subjected to a skills/knowledge/competence test. The College reserves the right not to appoint and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful.

Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. All shortlisted candidates will be expected to participate in an assessment of his/her experience in the above areas.

Post: IT Technician
Brits Campus - Ref: ORB02/2020.
SL7 (R257 508 per annum plus benefits)
Permanent

Requirements, experience and skills

- An appropriate Degree or National Diploma in Information Technology. or equivalent qualification.
- 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 spreadsheet, word processing and database applications; DOS and Windows operating systems, and integrated financial systems; knowledge of microcomputer hardware repair
- Experience with 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.
- Ability to solve computer-related problems
- Proven experience in providing all levels of user and application support.
- A drivers' licence will be an advantage

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 Electrical Engineering.
Mankwe Campus. Ref No.: ORB03/2020
Salary PL1 (R211 098 per annum plus benefits)
Permanent

Requirements, experience and skills:

- A recognised Degree/National Diploma in Electrical Engineering or equivalent REQV 13 qualification. A trade test certificate will be an added advantage.
- A Teachers qualification
- In-depth knowledge of the subject
- Excellent communication in English (written and verbal), organising, planning and administration skills. Ability to plan and deliver lessons
- Ability to assess and 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: Foreman- General Worker

Mankwe Campus. Ref: ORB04/2020

SL 04 (R145 281.00 per annum)

Permanent

Re-advertisement

Requirements, experience and skills

- ABET Level 4 / Standard 8/ Grade 10 qualification
- One (1) to two (2) years' experience in cleaning and facilities maintenance services environment
- Knowledge of facilities policies
- Knowledge of relevant legislation, prescripts, policies and procedures
- Knowledge of hygiene
- Storage requirement
- Effective communication skills in English
- Good listening and presentation skills
- Ability to supervise unit's operational activities to ensure timeous conclusion of tasks.
- A background in infrastructure maintenance will be an added advantage.
- Computer literacy
- A Valid driver's license will also be an added advantage.

Duties and responsibilities:

- Supervise general cleaning of offices, classrooms and surroundings
- Conduct unit meetings
- consolidate the unit procurement needs.
- Assign duties to subordinates
- Assess subordinates performance
- General office administration.
- Assist Campus in conducting stock taking
- Oversee unit's staff attendance

Post: Lecturer – New Venture Creation- Entrepreneurship.

Rustenburg Campus. Ref No.: ORB05/2019

Salary PL1 (R211 098 per annum plus benefits)

Permanent

Requirements, experience and skills

- A recognised Degree or National Diploma in Business Management or equivalent REQV13 qualification in with new venture or entrepreneurship as subjects.
- Ability to conduct practical training in a simulated environment.
- A Teachers qualification
- In-depth knowledge of the subject
- Excellent communication in English (written and verbal), organising, planning and administration skills.
- Ability to plan and deliver lessons
- Ability to assess and 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 – Management Assistant and Human Resource.

Rustenburg Campus. Ref No.: ORB06/2019

Salary PL1 (R211 098 per annum plus benefits)

Permanent

Requirements, experience and skills

- A recognised Degree or National Diploma in Human Resources or Business Management or equivalent REQV13 qualification with Computer practice, Sales Management and Personnel as major subjects.
- Ability to conduct practical training in a simulated environment.
- A Teachers qualification
- In-depth knowledge of the subject
- Excellent communication in English (written and verbal), organising, planning and administration skills.
- Ability to plan and deliver lessons
- Ability to assess and 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: Business Programme Manager– Central Office

Salary: SL9 (R376 596 per annum plus 37% in lieu of benefits) 03 Years Fixed Term Contract

Ref no: ORB07/2019

Requirements, experience and skills

• An appropriate three (03) Degree/National Diploma or equivalent REQV13 qualification in Enterprise Development or Business Management or New Venture Creation or Business Administration. • At least five (5) – Eight (8) years' work experience in Business incubation, Enterprise development, New venture creation, Project Management, Innovation and technology-driven industry and Stakeholder management.. • A valid driver's license • Must possess the following critical competencies: - Planning and Organising, Computer Literacy, Marketing and Communication, Interpersonal Relationship, Problem solving, Analytical thinking, Conflict resolution, Project management, Research / analysis, Facilitation, Risk Management, Report writing, Presentation skills, Strategic thinking, Leadership and Financial Management

Duties and responsibilities:

• Work with SMMEs to screen and assess their businesses and/or ideas and recommend appropriate interventions for growth • Work with SMMEs to identify and evaluate new market • Identify and evaluate specific new profitable business opportunities • Initiate and complete proposals and presentation for new business opportunities • Encourage an environment of Innovative thinking and commercialisation of innovative ideas • Encourage the SMMEs to incorporate innovative methods to their enterprises. • Determine the thrust/ drive of the proposed or existing business idea / innovation • Work with SMMEs to develop and implement strategic sales Plan • Assist in achieving sales target of the SMMEs • Plan, implement and manage the enterprise development projects, programs, products and services aimed at SMMEs • Provide coaching and mentoring to SMMEs • Coordinate training and capacity development for SMME's • Facilitate training of SMME's • Maintain an excellent stakeholder relationship with existing and potential stakeholders • Promote relations with relevant stakeholders • Liaise with different sector stakeholders and broader business community • Provide management, stakeholders and SMME's with information • Collect data and audit business key performance areas and indicators • Compile reports