



## 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.

**ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING FIXED TERM CONTRACT 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 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 April 2020 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. All shortlisted candidates will be expected to participate in an assessment of his/her experience in the above areas.**

**Post: Lecturer Electrical Engineering.**  
**Brits Campus: Ref No: ORB08/2020**  
**Salary PL1 (R211 098 per annual plus benefits)**  
**Permanent**

**Requirements, experience and skills:**

- A recognised Degree or equivalent REQV 13 qualification in Electrical Engineering
- 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
- 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 certificate
- 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: Senior Lecturer Report 191 Engineering (Nated)**  
**Mankwe Campus. Ref No.: ORB09/2020**  
**PL2 (R 348 747 per annum plus benefits)**  
**Permanent**

**Requirements, experience and skills**

- A recognised three (03) year Degree/National Diploma in Mechanical Engineering/Electrical 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 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 certificate.
- 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 Lecturer Workplace 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 Lecturer Engineering and Related Design**

**Mankwe Campus. Ref No.: ORB10/2020**

**PL2 (R 348 747 per annum plus benefits)**

**Permanent**

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

• A recognised three (3) year Degree/Diploma in Mechanical Engineering which must include a Teachers qualification. • At least 3 years lecturing experience, preferably in a TVET College. • An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations. • • 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. • Ability to conduct practical training. • Extensive knowledge of academic assessment and moderation procedures. • Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. • Ability to handle quantitative and qualitative information, analyse and present it cogently and effectively as a basis for decision-making. • Ability to handle pressure and meet deadlines. • Good leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. • • Strong events and project management skills. • Ability to manage performance and provide critical feedback in an objective manner. • Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. • SACE registration certificate. • Computer literacy (MS Word, MS Excel and PowerPoint). • A valid driver's license.

### **Duties**

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.

## **Post: Lecturer Mechanical Engineering.**

**Mankwe Campus. Ref No.: ORB11/2020**

**Salary PL1 (R211 098 per annum plus benefits)**

**Permanent**

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

• A recognised Degree or equivalent REQV 13 qualification in Mechanical Engineering • A Teachers qualification. An Artisan Certificate will be an advantage. • In-depth knowledge of the subject contents in Diesel Mechanical Trade, Strength of Materials, Power Machines, and Mechanotechnics up to N6 level. • 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 certificate • Computer literacy in MS word, Excel and power point with typing abilities • 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: Senior Lecturer Life Orientation**

**Rustenburg Campus. Ref No.: ORB12/2020**

**PL2 (R 348 747 per annum plus benefits)**

**Permanent**

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

- A recognised three (03) year Degree/ National Diploma in Office Management and Technology with Office Data Processing / Information Administration as major subjects
- 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.
- Ability to conduct practical training.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning.
- Ability to handle quantitative and qualitative information, analyse and present it cogently and effectively as a basis for decision-making.
- Ability to handle pressure and meet deadlines.
- Good leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills.
- Strong events and project management skills.
- Ability to manage performance and provide critical feedback in an objective manner.
- Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues.
- SACE registration certificate.
- Computer literacy (MS Word, MS Excel and PowerPoint).
- A valid driver's license.

### **Duties and responsibilities**

- Assist with recruitment, registration and induction of students.
- Facilitate general academic and career development of students.
- Prepare and present lessons in compliance with the College annual academic plan, the Campus time-table and the College's Quality Management system.
- 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 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: Lecturer Business Studies**  
**Rustenburg Campus: Ref No: ORB13/2020**  
**Salary PL1 (R211 098 per annum plus benefits)**  
**Permanent**

**Requirements, experience and skills:**

- A recognised Degree or equivalent REQV 13 qualification in Business Management with Sales Management and Entrepreneurship as major subjects
- 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
- 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 certificate
- 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.