



ORBIT TVET COLLEGE

ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING POST:

Applications must be forwarded to: The Deputy Principal Corporate Services, 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: ~~07 JUNE 2019~~ 14 JUNE 2019 AT 14:00

Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks [where applicable], 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.

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: Infrastructure Maintenance Administrator

Central Office - Ref: ORB48/2019

Three years (03) Contract

SL5 (R173 703.00 per annum plus benefits).

Requirements, experience and skills

• N6 in Management Assistant or equivalent qualification specializing in relevant field. • At least one year clerical/administrative experience in infrastructure maintenance. • The position requires an individual with a conceptual understanding of the rules and standards governing infrastructure project administration and management • Computer literacy. • A Valid driver's license will be an added advantage. • Knowledge of Occupational Health and Safety Act • Good report writing, project and time management, presentation, good written and verbal communication, interpersonal, strong administrative, analytical, Problem solving and Customer/Client care skills. • Proactive and have the ability to work independently as well in a team.

Duties and Responsibilities:

The incumbent will be responsible for compiling the infrastructure maintenance for the College. • Ensure that quarterly infrastructure maintenance reports are submitted to DHET • 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. • Ensure that the project documentation specifications is complied with (Bulk essentials, site plans and summary of maintenance plan). • Ensure proper record keeping • Ensure that appropriate specifications for each project are set or meet a higher standard. • Update information on the project management tools. • Make arrangement for the project completion. • Assist the Infrastructure maintenance team to achieve the purpose of the project. • Plan, commence, execute, and roundup assigned projects.