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## 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 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 or send to emails as per reference numbers provided on the College website

#### 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 will **NOT** be accepted.

#### CLOSING DATE: 27 November 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: Manager – Student Support Services**  
**Central Office. Ref no: ORB28/2020**  
**Salary: Level 10 (R470 040 per annum plus benefits)**  
**Permanent**  
**Email: ORB28@orbitcollege.co.za**

**Requirements, experience and skills:**

- A recognised three (03) year Degree/ National Diploma in Psychology/Social/ Behavioral Science /Education or equivalent qualification.
- Completed student counselling course(s) will be an advantage.
- Three to Five (3-5) years working experience in Education/Teaching and Learning environment or related field of which three must have been at supervisory level.
- Knowledge of PSET and CET Act.
- Knowledge of Teaching and Learning.
- Knowledge of Skills Development Act, Public Service Regulations and Public Service Act and Labour Relations Act.
- Knowledge of the National Student Financial Aid Scheme and related legislation
- Knowledge of the Public TVET sector and its regulatory and legislative framework.
- Knowledge of the Ethical regulatory and legislative framework.
- Knowledge of Education Act
- An expert understanding of student support and management at a TVET College.
- Extensive knowledge and understanding of Higher Education and the TVET College landscape and legislation.
- Thorough knowledge of academic support and student counselling regulations, effective extra-curricular programmes and best practices.
- Advanced computer skills including Ms Word, Ms Excel and Ms PowerPoint.
- Ability to design and implement internal admin systems and controls to ensure sound student support and administration.
- A valid driver's license.
- Advanced oral and written communication skills.
- Proven report writing and presentation skills.
- Ability to work under pressure.
- Leadership and strategic thinking skills.
- Good analytical skills and the ability to liaise at highest level.
- Project and Resource Management skills.

**Duties and responsibilities**

- Develop the annual student support operational plan.
- Develop and review relevant student support services policies, processes and procedures.
- Develop and implement the annual student support services plan and submit monthly reports on the implementation of the plan
- Prepare and submit required reports to Management, College Council and the DHET.
- Oversee the development, review and implementation of student residence management procedures.
- Develop and monitor implementation of relevant career guidance plans.
- Liaise with relevant stakeholders in ensuring a well-developed system in providing students with adequate workplace experience.
- Develop and monitor the implementation of academic support referral systems as well as the alumni and tracking systems.
- Develop and monitor health and wellness programmes.
- Facilitate annual SRC elections and ensure SRC representation on all governing bodies.
- Develop relevant student procedures and grievance incidents.
- Develop and regularly review the student code of conduct and monitor the implementation of student orientation and induction programmes.
- Monitor and ensure compliance to bursary applications guidelines and procedures.
- Co-ordinate and chair the financial aid committee meetings.
- Identify potential sponsors in recognising student academic achievement.

**Post: Lecturer R191 Business Studies**  
**Mankwe Campus: Ref No: ORB29/2020**  
**Salary PL1 (R211 731 per annum plus benefits)**  
**Permanent**  
**Email: ORB29@orbitcollege.co.za**

**Requirements, experience and skills:**

- A recognised Degree/National Diploma in Hospitality or equivalent qualification with Hospitality Management as a major subject.
- 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 • Advanced computer skills • 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 Engineering Studies – Mankwe Campus**

**Salary PL1 (R211 731.00 per annum plus benefits)**

**Ref No: ORB30/2020.**

**Permanent**

**Email: ORB30@orbitcollege.co.za**

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

• A recognised Degree/ National Diploma in Mechanical Engineering or equivalent qualification • A trade test certificate and Teachers qualification will be added advantages. • In-depth knowledge of Mechanical subjects and content preferably in Engineering Drawing, Motor and Diesel Trade, Strength of Materials and Mechanical Draughting • 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 • 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 of students.

**Post: Lecturer Engineering Studies (R191) – Mankwe Campus**

**Salary PL1 (R211 731.00 per annum plus benefits)**

**Ref No: ORB31/2020.**

**Permanent**

**Email: ORB31@orbitcollege.co.za**

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

- A recognised Degree/ National Diploma in Mechanical Engineering or equivalent qualification
- A Trade Test Certificate and Teachers qualification will be added advantages.
- In-depth knowledge of Mechanical subjects and content preferably in Engineering Drawing, Motor and Diesel Trade, Strength of Materials and Mechanical Draughting or equivalent qualification
- 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
- 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 of students.

**Post: Foreman- General Worker**

**Mankwe Campus. Ref: ORB32/2020**

**SL 04 (R145 281.00 per annum plus benefits)**

**Permanent**

**Re-advertisement**

**Email: ORB32@orbitcollege.co.za**

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

- ABET Level 4 / Standard eight (08)/ Grade 10 qualification
- One (1) to two (2) years' experience in cleaning and facilities maintenance services environment
- Knowledge of facilities policies
- Conversant with the TVET landscape
- Knowledge of relevant legislation, prescripts, policies and procedures
- Knowledge of Occupational and Health Safety practices.
- Experience in the management or administration of the store room.
- 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 ● Ability to do minor carpentry, electrical and plumbing repairs.

## **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
- Attend
- Attend to minor electrical, plumbing and Carpentry problems
- Safety keeping of maintenance supplies
- Oversee cleaning services of offices, corridors, classes, workshops and student residences
- Manage and ensure the maintenance of gardening and cleaning material and equipment
- General office administration.
- Ensure maintenance and replacement of gardening, cleaning machines and equipment
- Supervise groundsmen and cleaners
- Provide guidance and advice to general assistants
- Develop and update the maintenance and cleaning rooster.

### **Post: Lecturer Engineering Studies – Rustenburg Campus**

**Salary PL1 (R211 731.00 per annum plus benefits)**

**Ref No: ORB33/2020.**

**Permanent**

**Email: ORB33@orbitcollege.co.za**

## **Requirements, experience and skills**

- A recognised Degree/ National Diploma in Electrical Engineering
- A Trade Test Certificate and Teachers qualification will be added advantages.
- 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
- 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 of students.