

ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING PERMANENT AND TEMPORARY POSTS:

Applications must be forwarded to: The Principal, attention: 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: 06 January 2017

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: Human Resources Development Practitioner: Central Office. Salary: SL8 (R262 272 – R308 943) Ref No: ORBIT 1/2016. Permanent

Requirements, experience and skills

- A recognised 3 year Degree or equivalent qualification in Human Resource Management or Human Resource Development or Management of Training.
- 3 years' experience in a human resources development or training environment.
- Sound knowledge of the legislative and regulatory environment informing human resource development.
- Strong planning and organising skills.
- Ability to handle pressure and meet deadlines.
- Good interpersonal and communication skills.
- Good facilitation and presentation skills. Good networking and stake holder management skills.
- Proven report writing skills.
- Proven computer literacy, including knowledge of MS Word, MS Excel and MS Power point.
- Valid drivers' licence.

Duties and responsibilities:

- Implement and maintain College performance management systems.
- Identify training needs and develop appropriate training interventions.
- Maintain performance management records and documents for submission to Management and the Department.
- Administer the performance management process.
- Conduct workshops on performance management.
- Formulate and implement the workplace skills plan.
- Develop and implement annual training and development programmes.
- Conduct the annual skills audit. Administer bursaries for in-service employees.
- Advise management on the development and implementation of the College's employment equity plan.
- Compile and submit accurate, valid and reliable reports to the Human Resource Manager and the Deputy Principal Corporate Services.

Post: Data Capturer: Rustenburg Campus. Salary: SL5 (R142 461 – R167 814)

Ref. No.: ORBIT 2/2016. Permanent

Requirements, experience and skills

- National Diploma in Office Administration / Management Assistant
- Good computer, communication, interpersonal and problem solving skills.
- Good record keeping and administrative skills.
- Ability to pay attention to detail.
- Transactional experience on the BMS or DB2000 system will be a strong recommendation.

Duties and responsibilities:

- Store student enrolment documentation
- Capture and reconcile student information
- Administer data exceptions and corrections
- Process the details of application for programmes and credits.
- administer the student registration process
- Remove and replace consumable items from specific office equipment, transmit/receive facsimile and/or attend to the photocopying of correspondence/documents
- Maintain stocks of standard forms and stationery and complete requisition orders to facilitate the replenishment of items prior to depletion
- Print proof of registration
- Attend to enquiries regarding student enrolment
- Type letters of confirmations for student enrolment
- Store information systematically in hard copy as well as electronically
- Correct prelims for examination entries to DHET
- Cancellation of enrolment and subjects.
- Attend to all other administrative duties as may from time to time be assigned.

Post: Internet Café Admin Assistant x2: Salary SL5 (R142 461 – R167 814)

Brits Campus (Ref No: ORBIT 3/2016). Permanent.

Rustenburg Campus (Ref No: ORBIT 4/2016). Permanent.

Requirements and work experience

- N6 Certificate in Human Resources Management / NC(V) L4 Certificate.
- Good computer, communication and interpersonal skills.
- Operational knowledge of the internet – its structures, information and uses.
- Good record keeping and administrative skills.

Duties and responsibilities:

Render assistance to students on the use of the café's resources and accessing the internet.

- Conduct student awareness programmes regarding the risks associated with using the internet.
- Assist students to create and use e-mail accounts.
- Ensure access to and availability of café facilities by overseeing usage.
- Set and implement standards of facility utilization and general behaviour.
- Monitor and maintain equipment usage and ensure upkeep.
- Maintain reports on the functioning of equipment in the café (including reporting faulty equipment).
- Attend to all other administrative duties as may from time to time be assigned.

**Post: Academic Assistant Electrical. Brits Campus. Salary SL5
(R142 461 – R167 814) Ref No: ORBIT 5/2016. Permanent.**

Requirements, experience and skills

NC(V) Level 4 Certificate in Office administration or N6 Management Assistant. Proficiency in information processing and/or typing. ● Good computer, communication, interpersonal and problem solving skills. ● Good record keeping and administrative skills. ● Ability to pay attention to detail. ● Transactional experience on the BMS or DB2000 system will be a strong recommendation. ● Ability to work under pressure and to meet deadlines.

Duties and responsibilities:

- Type reports/plans/letters/presentations and other correspondence.
- Capture students' enrolments, assessment marks and related data on the BMS.
- Schedule meetings and arrange venues, invitations, refreshments.
- Take minutes at meetings when required.
- Answer interpersonal communication and queries.
- Capture departmental data.
- Maintain department filing and records.
- Administer the requisition and utilization of office equipment, consumables and furniture.
- Attend to all other administrative duties as may from time to time be assigned.

Post: Academic Assistant Engineering Report 191. Rustenburg Campus. Salary SL5 (R142 461 – R167 814) Ref No: ORBIT 6/2016. Permanent

Requirements, experience and skills

- NC(V) Level 4 Certificate in Office administration or N6 Management Assistant. Proficiency in information processing and/or typing.
- Good computer, communication, interpersonal and problem solving skills.
- Good record keeping and administrative skills.
- Ability to pay attention to detail.
- Transactional experience on the BMS or DB2000 system will be a strong recommendation.
- Ability to work under pressure and to meet deadlines.

Duties and responsibilities:

- Type reports/plans/letters/presentations and other correspondence.
- Capture students' enrolments, assessment marks and related data on the BMS.
- Schedule meetings and arrange venues, invitations, refreshments.
- Take minutes at meetings when required.
- Answer interpersonal communication and queries.
- Capture departmental data.
- Maintain department filing and records.
- Administer the requisition and utilization of office equipment, consumables and furniture.
- Attend to all other administrative duties as may from time to time be assigned.

Post: Female Hostel Supervisor. Mankwe Campus. Salary SL5 (R142 461 – R167 814). Ref No: ORBIT 7/2016. Permanent

Requirements, experience and skills:

- Grade 12 certificate or equivalent qualification
- Between 3 to 5 years' experience in the education and training environment, including experience in a supervisory capacity.
- Good interpersonal and communication skills.
- Computer literacy.
- Ability to handle pressure and to relate to a large number of hostel students in a professional manner.

Duties and responsibilities:

- Administer the process of admitting hostel students.
- Assist hostel students in applying for NSFAS bursaries for accommodation.
- Advise Campus Management on the needs of female hostel students.
- Undertake monthly and annual stock takes of supplies.
- Ensure the cleanliness of the hostel.
- Conduct meetings with hostel students and plan and assign work where necessary.
- Maintain discipline and attend to the general wellbeing of the hostel students.
- Maintain contacts and good relationships with parents of the students residing in the hostel.
- Ensure that the hostel complies with health and safety requirements.

Post: Student Support Advice Desk Assistant. Rustenburg Campus. Salary SL 5 (R142 461 – R167 814) Ref No: ORBIT 8/2016. Permanent

Requirements, experience and skills

- N6 Certificate in Human Resource Management or Marketing Management.
- Good communication skills.
- Ability to comprehend, capture as and interpret basic client information and requests.
- Ability to manage difficult client situations, to respond promptly to requests for service/assistance.
- Sound knowledge of front office etiquette.

Duties and responsibilities:

- Perform front office duties at the student support office.
- Assist students requiring academic and social support by referring them to appropriate sources of help.
- Provide guidance on local newspapers, CV writing and interview skills.
- Gather information on career options and make it accessible to students.
- Assist with the implementation of wellness programmes (e.g. HIV/AIDS, Campus safety initiatives, alcohol and drug awareness, suicide awareness and education, etc.).
- Assist with outreach programme initiatives for students.

**Post: Academic Support Officer. Brits Campus. Salary PL 2
(R287 862 - R719 643) Ref No: ORBIT 9/2016. Permanent**

Requirements, experience and skills

- A recognised three year Degree or equivalent qualification in Education.
- Three years teaching experience preferably within the TVET Colleges sector.
- Sound knowledge of the TVET sector and its student support framework.
- Good administrative, communication (verbal and written), presentation and facilitation skills.
- Computer literacy with proficiency in MS Word, MS Excel and Powerpoint.
- Conversant with legislation pertinent to the TVET Colleges sector.
- Valid drivers' licence.

Duties and responsibilities:

- Administer programme specific intake assessments and refer them to the relevant Head of Department.
- Provide learning delivery strategy advice and identify remedial academic needs and communicate such needs to the HoD and Academic Support Coordinator at the Central Office.
- Monitor student performance against the remedial academic interventions and report back to the Academic Support Coordinator.
- Establish an effective tracking system regarding students that have left the Campus.
- Establish relations with surrounding businesses and arrange for the placement of students in experiential training opportunities as well as graduate students.
- Arrange career guidance assessments, explain results and offer assistance.
- Provide guidance on CV writing and interview skills.
- Gather information on career options and potential employers and make it accessible to students.
- Facilitate soft skill training programmes for students and workshops regarding the integration of life, learning and work.
- Assist the Campus with open days with specific reference to career development for current and prospective students.
- Assess student performance and functional focus during experiential training.
- Assist in providing special academic assistance, special devices and physical access for students with special needs.
- Oversee the availability and usage of the facilities in the student support centre.
- Submit monthly report for the office of the Academic Support Officer.

Post: Senior Lecturer Electrical. Rustenburg Campus. Salary PL2

(R287 862 – R719 643) Ref No: ORBIT 10/2016. Permanent (Re-advertised)

Requirements, experience and skills

- A recognised 3 year Degree/Diploma in Electrical Engineering which must include a Teachers qualification.
- At least 5 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.
- 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 drivers licence.

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: Senior Lecturer Report 191 Engineering. Rustenburg Campus. Salary PL2 (R287 862 – R719 643) Ref No: ORBIT 11/2016. Permanent. (Re-advertised)

Requirements, experience and skills

- A recognised 3 year Degree/Diploma in Mechanical Engineering which must include a Teachers qualification.
- At least 5 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.
- 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 drivers licence.

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: Finance, Economics and Accounting. Rustenburg Campus. Salary PL1 (R173 130 – R386 238). Ref No: ORBIT 12/2016. Permanent.

Requirements, experience and skills

● A recognised Degree or equivalent qualification in Accounting ● A Teachers qualification and a valid drivers' licence will be strong recommendations. ● 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.

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 timetable 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: Rapid Automotive Incubator Technical Manager. Central Office. Salary PL3 (R401 913). Ref No: ORBIT 13/2016. Two years fixed term contract.

Requirements, experience and skills

● N3 Mechanical Engineering with Trade Test Certificate. ● 5 years experience working as a mechanic in an automotive maintenance and repairs workshop. ● 2 years supervisory experience. ● A valid drivers licence. Good training and facilitation skills. ● Excellent interpersonal, communication and presentation skills. ● Proven experience in the use of current technologies and equipment in diagnostic, automotive repairs and maintenance. ● Advanced computer literacy – MS Office and MS Projects. ● Strong management and leadership skills.

Duties and responsibilities:

- Technical training of incubatees to improve/enhance their automotive repair and maintenance skills.
- Supervise incubatees practical work as they provide automotive maintenance and repairs to clients.
- Maintain good customer relationships.
- Develop micro franchise concept of automotive related small enterprises. Develop training manuals.
- Link incubatees with start-up resources including business finance for successful startup of their businesses.
- Manage the Rapid Incubator Technical Workshop.
- Ensure compliance to related environmental and safety standards. Forecast and order spare parts and consumables on behalf of incubatees.
- Mentor the micro franchise owners.

Post: Marketing and Admin Officer. Central Office. Salary SL 6 (R201 507). Ref No: ORBIT 14/2016.Two years fixed term contract.

Requirements, experience and skills

- Recognised 3 year tertiary qualification in Enterprise Development or Sales & Marketing or Communications or Communications & Marketing.
- 5 years' experience in sales or business development.
- Excellent interpersonal, communication and presentation skills.
- Proven experience in use of social media and website in an organizational context.
- Self-motivated, ability to work under pressure and deal with crisis.
- A valid driver's licence
- Excellent writing and general communication skill.
- Excellent written and verbal communication skills
- Proven experience in planning and coordinating corporate events
- Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint
- Ability to interact and liaise with a diverse audience range.
- Good facilitation and presentation skills.

Duties and responsibilities:

- Conduct market research. Work with SMME/incubates to develop and implement strategic sales plans for their businesses.
- Identify and evaluate specific new profitable business opportunities.
- Plan and implement SMME's information sessions to ignite culture of entrepreneurship amongst targeted market/audience.
- Plan and implement business plan competitions to excite target market interest in self-employment through entrepreneurship.
- Engage local media networks when needed to publicise Centre of Entrepreneurship events, initiatives and success stories.
- Conduct regular client satisfaction surveys.
- Provide required admin support to the Centre for Entrepreneurship and/or the Incubator. Compile gathered information according to reporting template.
- Plan and deliver two entrepreneurship day annually that offers platform to promote supported and local entrepreneurs.
- Assist SMMEs/Incubator with development of website and other social media platforms.

Post: Business Development Officer. Central Office. Salary SL 9 (R376 626). Ref No: ORBIT 15/2016. Two years fixed term contract.

Requirements, experience and skills

- 3 year Tertiary qualification in Entrepreneurship, New Venture Creation or Business Economics.
- 2 years experience in enterprise development
- Proven track record of developing new businesses
- Strong client connection and client services
- Excellent interpersonal, communication and presentation skills
- Experience in assessing viability and sustainability of small enterprise
- In depth understanding of SMME and Incubation industry
- Project Management experience
- Advanced Computer literacy – MS Office and MS Projects
- Valid South African Drivers Licence
- Good networking and research skills
- Good report writing skills
- Facilitation skills.

Duties and responsibilities:

- Provide relevant business advisory and development services.
- Work with SMMEs/incubatees to identify and evaluate new markets profitable business opportunities.
- Encourage an environment of innovative thinking and commercialization of ideas.
- Provide necessary assistance to develop business plans for supported entrepreneurs and successful sourcing of startup resources including business finance.
- Provide business management training.
- Plan, Implement and manage the enterprise development of portfolio projects, programs, products and services aimed at SMME/Incubates.
- Develop an enterprise development process, indicating key interventions necessary for successful incubation programme.
- Plan and deliver entrepreneur day events to promote entrepreneurship in the community and also as an opportunity to showcase supported entrepreneurs' products and services.
- Plan and implement with the Technical Manager the Automotive Maintenance and Repairs Micro Franchising concept through the establishment of Marketing Cooperatives for incubatees.
- Offer Coaching and mentoring.

Post: Lecturer Hair Care & Cosmetology. Rustenburg Campus. Salary PL1 (R173 130 - R386 238). Ref No: ORBIT 16/2016. Permanent

Requirements, experience and skills

- REQV 13 in Hair Care & Cosmetology
- A Teachers qualification and a valid drivers' licence will be strong recommendations.
- 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.

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 timetable 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 Transport & Logistics. Rustenburg Campus. Salary PL1 (R173 130 –R386238) Ref No: ORBIT 17/2016. Permanent

Requirements, experience and skills

• A recognised Degree or equivalent qualification in REQV 13 in Transport & Logistics • A Teachers qualification and a valid drivers' licence will be strong recommendations. • 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.

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 timetable 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