

ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING PERMANENT 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: 13 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: Lecturer Plumbing & Mathematics. Brits Campus. Salary PL1 (R173 130 plus 37% benefits) - Re-advertisement. Ref No: ORB/B/1. Permanent

Requirements, experience and skills

• REQV 13 qualification with Plumbing and Mathematics as major subjects • 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: Academic Programmes Coordinator. Brits Campus. Salary PL3 (R342 753 plus 37% benefits) - Re-advertisement. Ref No: ORB/B/2. Permanent

Requirements and work experience

• A recognised 3 year Degree/Diploma which must include a Teachers qualification. • At least 5 years lecturing experience, preferably in a TVET College, with two years at an academic supervisory level. • Accreditation as an Assessor and Moderator would be a strong recommendation. • Extensive knowledge of academic assessment and moderation procedures. • Sound knowledge of the TVET Colleges landscape. • Strong planning, organising, monitoring and evaluation skills. • Ability to handle pressure and meet deadlines. • Strong leadership, communication, negotiation, networking, reporting and problem solving skills. • Ability to manage performance and provide critical feedback in an objective manner. • SACE

registration. • Knowledge of public administration, policies and procedures pertinent to human resources management, financial management and education and training. • Ability to promote an environment conducive to teaching and learning and to the holistic development of students. • Advanced computer skills (MS Word, MS Excel and Powerpoint. • A valid drivers licence

Duties and responsibilities:

- Supervise the performance and development of academic staff on the campus.
- Oversee the registration enrolment and induction of students. • Coordinate campus timetabling. • Oversee the implementation of best practice in relation to teaching and learning. • Monitor programme delivery. • Quality assure the annual development plans for the Campus academic staff. • Coordinate assessments and examinations on Campus. • Support and facilitate the placement of students and lecturers in gaining work based experience/exposure and work integrated learning. • Support the Campus Manager in ensuring effective Campus management and administration. • Compile and submit reports on the academic performance of the Campus.

Post: Lecturer Computer Practice. Rustenburg Campus. Salary PL1 (R173 130 plus 37 % benefits). Ref No: ORB/R/1. Permanent

Requirements, experience and skills

- REQV 13 qualification with Computer Practice as a major subject • 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 Personnel Training & Personnel Management. Rustenburg Campus. Salary PL1 (R173 130 plus 37% benefits). Ref No: ORB/R/2. Permanent

Requirements, experience and skills

• REQV 13 qualification with Personnel Training and Personnel Management as major subjects • 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 Mechanical Engineering. Rustenburg Campus. Salary PL1 (R173 130 plus 37% benefits). Ref No: ORB/R/3. Permanent

Requirements, experience and skills

● REQV 13 qualification in Mechanical Engineering ● 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: Data Capturer. Rustenburg Campus. Salary SL 5 (R142 461 plus 37% benefits). Ref No: ORB/R/4.

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.

Post: Lecturer Fitting & Machining. Mankwe Campus. Salary PL1 (R173 130 plus 37% benefits) - Re-advertisement. Ref No: ORB/M/1. Permanent

Requirements, experience and skills

- REQV 13 qualification with Fitting & Machining as a major subject • 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