



ORBIT TVET COLLEGE

ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING PERMANENT AND FIXED TERM CONTRACT POSTS:

Applications must be forwarded to: The Principal, 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: 23 OCTOBER 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: Labour Relations Officer. SL7 (R226 611 plus benefits). Central Office. Ref: ORB23/2017. Permanent

Requirements, experience and skills:

- An appropriate National Diploma or Degree (REQV13) in Labour Relations.
- 2 years experience in a labour relations environment.
- A thorough knowledge of the TVET landscape, legislation, public service human resources policies and procedures, labour relations, collective agreements, conduct management, dispute resolution and conflict management techniques.
- A valid driver's licence.
- Proven computer skills, including Microsoft Word, Excel and PowerPoint
- Good presentation and facilitation skills.

Duties and responsibilities

- Advise management on the promotion of sound labour relations.
- Promote constructive employee relations consistent with broad objectives.
- Liaise with Union representatives on labour and other related issues.
- Deal with disputes, grievances, complaints and disciplinary cases and ensure compliance within prescribed time frames.
- Give constant feedback to management at all levels with regard to labour relations.
- Conduct training on labour relations and employee code of conduct.
- Maintain records and submit reports on all labour relations matters.

Post: Academic Support Coordinator. PL3 (R367 773 plus benefits). Central Office. Ref: ORB24/2017. Permanent

Requirements, experience and skills

- A recognised 3 year Degree/Diploma (REQV 13) related to KPAs.
- Appropriate Teacher/Educator qualification.
- SACE registration. Five years' experience in education and training with three years' experience in a TVET College student support environment or in vocational lecturing.
- Excellent listening, empathy and rapport-building skills.
- Working knowledge of the TVET Colleges landscape and its student support framework.
- Advanced computer skills in MS Excel, MS Word and PowerPoint.
- Strong leadership, monitoring, evaluation, coaching, mentoring and networking skills.
- Working knowledge of effective academic student support strategies.
- Ability to communicate effectively, both skills.
- A valid driver's licence.

Duties and responsibilities

- Coordinate study and learning support strategies aimed at supporting academic excellence and success across the Campuses.
- Monitor student performance per subject and programme across Campuses.
- Develop and coordinate the dissemination of study tools and techniques to students across the Campuses.
- Monitor the availability and utilisation of the internet café, academic lab and other academic support resources by students.
- Coordinate the support for students with special education and training needs.
- Coordinate an effective tracking system across the campuses regarding students that have left the College.
- Set and monitor standards of facility utilisation in promoting a culture of life-learning.
- Monitor and support Campuses in implementing career guidance processes for students enrolling at the College.
- Monitor and support the Campus Academic Support Officers.
- Liaise with the SETAS and employers in facilitating students' workplace experience and/or exposure.
- Maintain a database and tracking system of the College's graduates and alumni.
- Oversee the College's internship programme.

Post: HR Assistant. SL6 (R183 558 plus benefits). Central Office. Ref: ORB25/2017. Permanent

Requirements, experience and skills

- An appropriate National Diploma or Degree in Human Resources Management.
- Two years working experience in Human Resource environment.
- Knowledge of the public service and human resource legislative and regulatory framework, policies and procedures.
- Knowledge of the TVET Colleges landscape would be an advantage.
- A valid drivers licence.

Duties and responsibilities

- Administer the process of appointing and terminating employees. Provide clerical assistance in scheduling interviews and taking down minutes.
- Administer the employee benefits scheme.
- Provide payroll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing and analysing data.
- Support the HR function in scheduling and conducting induction of new employees.
- Establish and maintain employee information by entering and updating employment and status-change data.
- Maintain employee confidence and protect operations by keeping human resource information confidential.
- Facilitate the process of archiving employee files.
- Provide clerical support to the HRD Practitioner, the Labour Relations Officer and the HR Practitioner in administering the performance management of employees, labour relations matters and the employee wellness programme.

Post: IT System Administrator. SL6 (R183 558 plus benefits). Brits Campus. Ref: ORB26/2017. Permanent

Requirements, experience and skills

- An appropriate 3 year Diploma or equivalent qualification in information technology.
- 2 years experience in an information technology environment
- Experience in the use of personal computer hardware and software with specific knowledge of spreadsheet, word processing and database applications; DOS and Windows operating systems, and integrated financial systems; knowledge of microcomputer hardware repair
- Experience with network hardware and operating systems, their installation and maintenance.
- Ability to communicate technical information in a nontechnical manner and to work effectively with users with varying levels of expertise.
- Knowledge of fundamental programming theories.
- Ability to diagnose and correct system problems.
- Ability to solve computer-related problems
- Proven experience in providing all levels of user and application support.
- A drivers' licence will be an advantage

Duties and responsibilities:

- Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions
- Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on the functionality of application software.
- Set up, install and test new units prior to handover and monitoring functionality in the live environment.

- Maintain data dictionaries/ directories and control the distribution and retention of data on various storage devices
- Receive and prioritise end user support calls and requests.
- Troubleshoot less complex problems with remote and local users on line, telephonically and/or by visiting user sites to analyse, diagnose and resolve application and operating system related problems.
- Provide guidance to new users with start-up/log-on procedures and/or sequences, tools and capabilities of associated packages.
- Create short cuts to facilitate easy access to commonly used applications and/or set up fields and formats for reporting purposes.
- Administer the WAN and LAN networks.
- Monitor and administer the usage of the internet.
- Update the IT asset register.
- Maintain records of licences permitting the use of specific software.
- Perform system backup
- Implement appropriate security measures to safeguard data and restrict access appropriately.
- Audit web sites and applications to ensure that standards are met; security measures are in place and determine and address the impact of new requirements and programming changes required.
- Design, develop and maintain web applications (e.g. data modelling, coding, integration, testing, debugging, maintenance, documentation code libraries and reporting).

Post: Lecturer: Finance, Economics & Accounting. PL1 (R185 769 plus benefits). Brits Campus. Ref: ORB27/2017. Permanent

Requirements, experience and skills

REQV 13 in Financial Management / Accounting • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • Excellent communication in English (written and verbal), organizing, 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 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: Academic Programmes Coordinator. Mankwe Campus. Salary PL3 (R367 773 Plus benefits). Ref No: ORB28/2017. 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 three 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: Life Orientation. PL1 (R185 769 plus benefits). Mankwe Campus. Ref: ORB29/2017. Permanent

Requirements, experience and skills

REQV 13 with Computer as a major subject • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • Excellent communication in English (written and verbal), organizing, 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 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: Boilermaking. PL1 (R185 769 plus benefits). Mankwe Campus. Ref: ORB30/2017. Permanent

Requirements, experience and skills

REQV 13 in Boilermaking • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • Excellent communication in English (written and verbal), organizing, 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 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: Data Capturer Examinations. SL5 (R152 862 plus benefits). Mankwe Campus. Ref: ORB31/2017. 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 an advantage.

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 and examination entries
- 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 programme and subject enrolment. Provide clerical and secretarial support to the management of examinations.
- Issue examination permits and examination results

Post: Academic Assistant Afternoon & Evening Classes. SL5 (R152 862 plus benefits). Mankwe Campus. Ref: ORB32/2017. 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.
- Schedule meetings and arrange venues, invitations, refreshments.
- Take minutes at meetings.
- Answer interpersonal communication and queries.
- Capture departmental data.
- Maintain department filing and records.
- Administer the requisition and utilization of office equipment, consumables and furniture.

Post: Academic Assistant Hospitality & Tourism. SL5 (R152 862 plus benefits). Mankwe Campus. Ref: ORB33/2017. 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.
- 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.
- Provide clerical and secretarial support to the Campus

Post: Academic Assistant Artisan Development. SL5 (R152 862 plus benefits). Mankwe Campus. Ref: ORB34/2017. 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.
- 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.
- Provide clerical and secretarial support to the Campus.

Post: Female Hostel Supervisor. SL5 (R152 862 plus benefits). Mankwe Campus. Ref: ORB35/2017. Permanent. (Re-advertisement)

Requirements, experience and skills:

- Grade 12 certificate or equivalent qualification
- Between 3 to 5 years' experience in the student accommodation environment.
- Ability to motivate and/or work with students. Emotional resilience.
- Good verbal and written communication skills.
- Emergency First Aid or Health and Safety Certificate will be an advantage.
- Ability to handle pressure and work extended hours.
- Good general office administration – computer literacy in Ms Word; filing, etc.
- Ability to supervise a team of general assistants.
- Ability to prioritise and manage own work.

Duties and responsibilities:

- Liaise with the Hostel Manager, the Head of Administration and Facilities Manager and ensure that the student residence (hostel) is regularly cleaned, repaired and maintained in a condition compliant to health and safety standards.
- Conduct routine hostel risk assessment and submit reports to the Hostel Manager.
- Initiate orders and be accountable for the consumables as shall from time to time be required for the female hostels.
- Liaise with the Student Support Officer Social in assisting hostel students to access NSFAS bursaries.
- Contribute to the effective management and functioning of the student residences.
- Enforce Student Code of Conduct and manage student discipline in the hostels.
- Establish close relationships and good communication with all parents.
- Participate fully in the life of the student hostel as a community and extended family.
- Assist the Campus in administering registration of students.
- Maintain a reliable record of hostel students.

POST: Campus Manager. SL10 (R417 552 plus benefits). Rustenburg Campus. Ref: ORB36/2017. Permanent

Requirements, experience and skills

- A recognised 3 year Degree/Diploma (REQV 13) related to KPAs including an appropriate Teacher/Educator qualification.
- SACE registration. Seven years' experience in an Educational Institution of which three must have been at a management level.
- Knowledge/experience of supervision, timetables, staff utilisation and examinations/assessments.
- Thorough knowledge and understanding of relevant legislation and the TVET College landscape.
- Sound knowledge of Financial Management, HR Management, Project Management, QMS, Diversity Management, Conflict Management and negotiations.
- Advanced computer skills. Advanced oral and written communication skills in English and ability to communicate in English on a high level.
- Ability to work under pressure.
- Leadership and strategic thinking skills.
- Good analytical skills and the ability to liaise at highest level.
- Managerial, supervisory, problem solving, motivational, negotiation and good interpersonal skills.
- Project and Resource Management skills.
- A valid driver's licence

Duties and responsibilities

- Reports to the Principal on general governance and management issues, to the Deputy Principal Academic Programmes and Student Support Services on Academic Programmes and Student Affairs and to the Deputy Principal Corporate Services on HR, IT, Administration and Communication and to

the Deputy Principal Finance on Financial and Supply Chain Management. • Implement and monitor policy compliance. • Initiate new innovations that are congruent to the strategic plan of the College.

- Ensure quality assurance of learning delivery, academic excellence and student retention and success.
- Promote an environment conducive to effective teaching and learning.
- Oversee and monitor staff capacity building activities in collaboration with the Human Resources Manager.
- Maintain staff and students discipline.
- Ensure an equitable workload distribution for staff.
- Ensure proper utilisation, maintenance and security of resources, facilities and grounds.
- Oversee and monitor enrolment and registration as well as assessment and examinations activities.
- Establish and maintain partnerships with business firms and government departments.
- Ensure students and lecturers obtain work based experience/exposure and work integrated learning.
- Guide, supervise and offer professional advice to staff.
- Responsible for the smooth running of the Campus in general, as well as ensuring that all requests from the Central Office and the Department of Higher Education and Training are adhered to within the stipulated time frames.
- Oversee and monitor all administrative and financial activities.

Post: HoD Artisan Development and Partnerships. PL3 (R367 773 plus benefits). Rustenburg Campus. Ref: ORB37/2017. Permanent

Requirements, experience and skills

- A recognised 3 year Degree/Diploma including a teaching qualification.
- Training as an artisan would be an advantage.
- Minimum of seven years experience of which three years must include experience in managing Lecturers/Facilitators.
- Extensive knowledge of the TVET College landscape and programmes geared towards artisan development.
- Strong leadership, communication, project management, budgeting, entrepreneurial, problem solving, negotiation, resource mobilisation, monitoring, evaluation, reporting, facilitation and presentation skills.
- A demonstrated ability to meet and deal effectively with all levels of contacts.
- Advanced computer skills in MS Word, Ms Excel and PowerPoint.
- A valid drivers licence.

Duties and responsibilities

- Identify and manage appropriate artisan development programmes including the appointment of contract project staff as required.
- Develop a responsive and flexible occupational programmes curriculum.
- Develop, implement and maintain programme quality systems and processes including assessment, moderation and performance records.
- Develop and manage programme budgets and report on programme performance.
- Identify and facilitate the development and/or acquisition of learner material, equipment and other resource requirements.
- Oversee the development of project plans, including milestones, resource requirements and timeframes.
- Manage the registration of students.
- Manage and oversee the performance and development of facilitators.
- Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and local government).
- Establish and maintain programme-related industry links to ensure programme relevance.
- Ensure facilitators/teaching staff interaction with industry applications, technologies and related job skill requirements.
- Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives.
- Compile the annual operational plan.
- Advise and support the College in fast tracking the development of artisans.

**Post: Lecturer: Electrical Engineering. PL1 (R185 769 plus benefits). Rustenburg Campus.
Ref: ORB38/2017. Permanent**

Requirements, experience and skills

REQV 13 in Electrical Engineering • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • Excellent communication in English (written and verbal), organizing, 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 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: Electrical Engineering. PL1 (R185 769 plus benefits). Rustenburg Campus.
Ref: ORB39/2017. Permanent**

Requirements, experience and skills

REQV 13 in Electrical Engineering • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • Excellent communication in English (written and verbal), organizing, 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 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: Boilermaking. PL1 (R185 769 plus benefits). Rustenburg Campus. Ref: ORB40/2017. Permanent

Requirements, experience and skills

REQV 13 in Boilermaking • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • Excellent communication in English (written and verbal), organizing, 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 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: Mathematics. PL1 (R185 769 plus benefits). Rustenburg Campus. Ref: ORB41/2017. Permanent

Requirements, experience and skills

REQV 13 with Mathematics as a major subject • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • Excellent communication in English (written and verbal), organizing, 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 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: Cosmetology. PL1 (R185 769 plus benefits). Rustenburg Campus. Ref: ORB42/2017. Permanent

Requirements, experience and skills

REQV 13 in Cosmetology • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • Excellent communication in English (written and verbal), organizing, 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 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: Data Capturer SL5 (R152 862 plus benefits). Rustenburg Campus. Ref: ORB43/2017. 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.
- Provide clerical and secretarial support to the Campus.

Post: Groundsman. SL2 (R90 234 plus benefits). Rustenburg Campus. Ref: ORB44/2017. Permanent

Requirements, experience and skills

- Grade 10/ABET Level 2
- Good communication skills in home language and Basic English
 - Good listening skills
 - Ability to complete operational activities timeously as required.
 - Ability to do the physical activities related to the maintenance of buildings and grounds.
 - Ability to identify and handle confidential matters as well as work under pressure
 - Understanding of security and protocol
 - Basic and general maintenance skills.

Duties and responsibilities

- Ensure the cleanliness and tidiness of the campus grounds
- Assist with general facilities repairs and maintenance when required
- Move furniture and equipment when required
- Clean and maintain equipment after use
- Report defects or malfunctioning equipment
- Assist Campus in conducting stock taking.