



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 Deputy Principal Corporate Services, ORBIT TVET College, Private Bag X82096, Rustenburg, 0300 or be hand delivered at ORBIT TVET College (Central Office), Fatima Bhayat Street, Rustenburg.

PLEASE NOTE:

A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three referees and contact details), certified copies (not older than three months) of all qualifications with academic transcripts and ID document.

Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as those faxed or emailed will **NOT** be accepted.

CLOSING DATE: 31 MAY 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: Female Hostel Supervisor. Mankwe Campus. Salary SL5 (R152 862 plus benefits). Ref No: ORB1/2017. 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: Lecturer Hair Care & Cosmetology. Rustenburg Campus. Salary PL1 (R185 769 plus benefits). Ref No: ORB2/2017. Permanent. (Re-advertisement)

Requirements, experience and skills

- REQV 13 in Hair Care & 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), 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 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 Educare. Mankwe Campus. Salary PL1 (R185 769 plus benefits). Ref No: ORB3/2017. Permanent

Requirements, experience and skills

● REQV 13 in Educare. ● 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), 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 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: Supply Chain Management Assistant: Central Office. Salary SL6: (R183 558 plus benefits). Ref No. ORB4/2017. Permanent

Requirements, experience and skills

● Appropriate REQV13 qualification in Supply Chain or Purchasing Management. ● 2 years' experience in a general or supply chain management environment ● Proven computer literacy, including knowledge of MS Word and MS Excel software ● Working knowledge of the Public Sector Supply Chain Management policies, compliance and reporting requirements will be an advantage. ● A drivers' license will be an advantage

Duties and responsibilities:

● Request and obtain quotes for goods or services required ● Evaluate and score quotations. ● Capture requisitions on the system ● Receive and issue goods to the relevant user departments. ● Attend to queries from suppliers. ● Verify and acknowledge the correctness of goods and services supplied. ● Conduct and perform annual and other periodic stock-taking ● Create and maintain a proper filing system ● Participate in preparing the supply chain unit for internal and external audits. ● Attend to all other related administrative duties.

Manager Hospitality Training Centre. Mankwe Campus. Salary: PL3

(R367 773 plus benefits). Ref No: ORB5/2017. Permanent

Requirements, experience and skills

●Recognised (3) three year tertiary qualification (REQV 13) in Hospitality Services ● Minimum of (5) five years' experience in the Hospitality Industry of which two must be at supervisory level ● Extensive knowledge of operations within the hospitality environment, restaurant, conference rooms and guest house management, preparation of food and beverages, client and conference services and marketing of services ● Valid driver's licence ● Advanced computer skills ● Management and core competencies related to being a self-starter and result-orientated, events management, customer focus, marketing skills, communication and report writing skills, ability to work in a client-oriented business environment

Duties and responsibilities:

Management of guest houses as a Business Unit which includes but not limited to:

●Resource budgeting and administration ● Compliance to Health and Safety requirements ● Managing of Guest Houses budget and cash flow ● Market research to identify new business and marketing of services ● Reservations, coordinate reservations and room assignments; call people as necessary to confirm/clarify reservation status ● Check-in and check-out of guests, greet guests and visitors and give tours of the House as needed ● Attend to all guest compliments and concerns. Arrange transportation where needed ● Control of inventory ● Advise Housekeeper/Maintenance of daily bed changes and room vacancies each morning ● Housekeeping, cleaning and maintenance of guest houses, preparation of Occupancy Reports and reports to relevant structures ● Incorporate practical training of Hospitality students to perform duties in the guesthouse on a timetable basis.

Management of Hospitality and Tourism Training Centre as a Business Unit which includes but not limited to:

●Communicating daily with the Centre team to agree on work plans for functions ● Planning work schedules and checking client requirements ● Market research to identify new business and marketing of services and taking responsibility for the sales and marketing of the Hospitality Centre, including pricing, promotions, image/brand and profile ● Dealing with customer complaints, comments and enquiries and attend to all guest compliments and concerns, day-to-day troubleshooting and addressing problems as they arise and leading by example in maintaining service standards ● Conference bookings, preparation for conferences and events, banqueting and ensuring that all events run smoothly ● Resource budgeting and administration and managing of Training Centre budget and cash flow, achieving income targets ● Compliance to Health and Safety requirements licensing laws and other legal requirements ● Taking responsibility for the development/training of Centre staff to ensure that catering skills are meeting industry standards ● Supervision and monitoring of staff ● Negotiating with external service providers and suppliers as required ● Overseeing the management of the kitchen and restaurant, housekeeping, supervising maintenance, supplies and equipment, cleaning of Training Centre ● Reports to relevant structures ● Incorporate practical training of Hospitality students to perform duties in the Hospitality Centre on a timetable basis

HoD Finance, Economics & Accounting. Brits Campus.

Salary: PL3 (R367 773 plus benefits). Ref No: ORB6/2017. Permanent

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma in Financial Management or Accounting 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.
- Extensive knowledge of academic assessment and moderation procedures. • Sound knowledge of the TVET College landscape, human resources management and labour relations. • Ability to handle pressure and meet deadlines. • Strong leadership, monitoring and evaluation, communication, 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 professionals. • SACE registration.
- Advanced computer skills (MS Word, MS Excel and PowerPoint). • A valid driver's licence.

Duties

- Manage the theoretical and practical on-site teaching and training. • Prepare departmental training schedule, time table and work load of staff. • Co-ordinate and manage the availability of learning material, equipment and facilities. • Manage the processes of planning for, control, monitoring and reporting of all examinations, assessments and marking (on and off site). • Manage and co-ordinate with the administration section regular stock taking of consumable materials and assets of the department. • Keep abreast of developments in respect of subject knowledge, technology, education and training and contribute to the professional development of subordinates by giving guidance and sharing knowledge, ideas and resources. • Provide guidance on syllabi, curriculum, unit standards, theoretical and practical and learning outcomes. • Manage and monitor the compilation and maintenance of personal files, academic progress files and any other related administrative documents in accordance with DHET and College policies. • Monitor and control the work of Senior Lecturers and Lecturers. • Create an environment that is conducive to teaching and learning. • Mentor and coach staff, especially inexperienced staff. • Manage and monitor staff and students attendance. • Manage and facilitate students work based experience as well as lecturer work place integrated learning. • Ensure the smooth running of the department and submit regular reports to the Academic Programmes Coordinator, Campus Manager as well as the Vocational Programmes Manager. Chair the department's meetings. • Ensure that students receive the necessary support.

HoD Electrical. Rustenburg Campus. Salary: PL3 (R367 773 plus benefits). Ref No: ORB8/2017. Permanent (Re-advertisement)

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, with three years at an academic supervisory level.
- An Artisan qualification, 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, human resources management and labour relations. • 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:

• Manage the theoretical and practical on-site teaching and training. • Prepare departmental training schedule, time table and work load of staff. • Co-ordinate and manage the availability of learning material, equipment and facilities. • Manage the processes of planning for, control, monitoring and reporting of all examinations, assessments and marking (on and off site). • Manage and co-ordinate with the administration section regular stock taking of consumable materials and assets of the department. • Keep abreast of developments in respect of subject knowledge, technology, education and training and contribute to the professional development of subordinates by giving guidance and sharing knowledge, ideas and resources. • Provide guidance on syllabi, curriculum, unit standards, theoretical and practical and learning outcomes. • Manage and monitor the compilation and maintenance of personal files, academic progress files and any other related administrative documents in accordance with DHET and College policies. • Monitor and control the work of Senior Lecturers and Lecturers. • Create an environment that is conducive to teaching and learning. • Mentor and coach staff, especially inexperienced staff. • Manage and monitor staff and students attendance. • Manage and facilitate students work based experience as well as lecturer work place integrated learning. • Ensure the smooth running of the department and submit regular reports to the Academic Programmes Coordinator, Campus Manager as well as the Vocational Programmes Manager. Chair the department's meetings. • Ensure that students receive the necessary support.

Senior Accountant Demand & Logistics Management. Central Office. Salary: SL8 (R281 418 plus benefits) Ref No: ORB7/2017. Permanent

Requirements, experience and skills

• Three-year Degree/Diploma in supply chain management • Three years' experience in supply chain administration • A valid Code EB drivers licence • Proven experience in participating in stock takes and asset audits • Knowledge of the public sector and its regulatory and legislative framework • Proven computer literacy, including knowledge of MS Word and MS Excel • Sound knowledge and understanding of the PFMA, PPPFA, Treasury regulations, Supply Chain Management framework Act as well as BBBEE Act and Management of Bids. Good communication and reporting skills.

Duties and responsibilities:

• Conduct needs assessment by collecting and analyzing relevant data • Conduct a market and industry analysis • Ensure that the requisitions are linked to the budget and strategic objectives • Identify/implement preference point system and appropriate goals per commodity in terms of Preferential Procurement Policy Objectives • Oversee, coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract • Compile Demand/Procurement Plans • Participate in the Bid Specification Committees • Tracking manual

purchase requests and report to End-Users on the status of their requests • Liaise with end users, addressing queries, providing advice and guidance as and when required • Monitor progress and report to management on a weekly basis • Ensure continuous improvement of the section performance by revising working procedures and keep up to date with the latest best practices • Manage the supplier database • Assist in the coordination and facilitation of the annual inventory/stock-taking.

Post: Senior Lecturer Electrical. Rustenburg Campus. Salary PL2

(R308 877 plus benefits) Ref No: ORB9/2017. Permanent (Re-advertisement)

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.
- Coordinate 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: Rapid Automotive Incubator Technical Manager. Mankwe Campus. Salary PL3 (R367 773 plus 37% in lieu of benefits). Ref No: ORB10/2016. Two years fixed term College Council paid contract. (Re-advertisement)

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: Business Development Officer. Mankwe Campus. Salary SL 9 (R334 545 plus 37% in lieu of benefits). Ref No: ORB11/2017. Two years fixed term College Council paid contract. (Re-advertisement)

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.