



ORBIT TVET COLLEGE

The College is committed to providing equal opportunities and practising affirmative action in the administration of its appointments. It is our intention to promote representivity: (race, gender and disability) in the College through filling of posts and a candidate whose appointment, transfer or promotion will assist in achieving this goal will receive preference.

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

Applications must be forwarded to: The HR Manager, ORBIT TVET College, Private Bag X82096, Rustenburg, 0300 or be hand delivered at ORBIT TVET College (Central Office), Fatima Bhayat Street, Rustenburg or forwarded to emails provided per post.

PLEASE NOTE:

Applications must be submitted on a **New Z83 form**, (obtainable from any Public Service Department) and **MUST** be accompanied by a recently updated comprehensive CV (inclusive of three referees and contact details), copies of qualifications with academic transcripts, ID document and driver's license for ORB19/2022 to ORB21/2022 and ORB16/2022 only. Applications for ORB17/2022 to ORB18/2022 must include a fully completed and signed new Z83 form (obtainable from any Public Service Department, and a detailed curriculum vitae only, certified copies of identity document, senior certificate and highest required qualification as well as a driver's license will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Please indicate the reference number of the post you are applying for on a **New Z83 form**. Candidates who apply for more than one post should complete separate application documents for each post. Applications received after the closing date as well as those faxed will **NOT** be accepted.

CLOSING DATE: 30 SEPTEMBER 2022 at 14:00

Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification and employment verification. Where applicable, candidates will be subjected to a skills/knowledge/competence test. The College reserves the right not to appoint and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful.

Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

**Post: Assistant Director: Curriculum Development and Implementation
(Occupational Programmes)**
Central Office Ref No.: ORB17/2022.
SL10 (R 477 090 plus benefits)
Permanent
Email: orb17@orbitcollege.co.za

Requirements, experience and skills

- A recognised National Diploma (NQF 6) in Office Management and Technology or related qualification.
- Three (3) to five (5) years in Education/Teaching/Occupational and Learning environment or related field.
- Knowledge of PSET and CET Act.
- Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.
- Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector.
- Planning and organizing, financial management, report writing, communication interpersonal and problem solving skills.
- Presentation and facilitation skills.
- Analytical.
- Client oriented.
- Project management.
- People management.
- Computer literacy.
- A valid driver's license.
- Extensive knowledge of academic assessment and moderation procedures.
- Technical skills associated with the tools and environment relating to occupational programme delivery.
- Knowledge of learnership and occupational programme protocols and procedures (QCTO & SETA-related).
- Proven computer literacy, including MS Word, Excel and PowerPoint.

Duties and responsibilities:

- Identify and manage appropriate learnerships and other occupational programmes including the appointment of contract project staff as required.
- Identify programme gaps, conduct feasibility assessments and introduce new, responsive programmes. Develop a responsive, flexible curriculum based on local needs.
- Facilitate new programme decisions and manage the planning process.
- Implement and maintain programme quality systems and processes including assessment, moderation and performance records.
- Develop and manage occupational programme budgets and report on programme performance.
- Identify learner material, equipment and other resource requirements.
- Oversee the development of project plans, including milestones, resource requirements and timeframes.
- Compile the project budgets and manage all related expenditure. Track progress against targets and budgets.
- Report on learnership project progress and performance.
- Review the learnership policy and monitor compliance.
- Manage the registration of students and the signing of contracts. Establish and maintain records, registers and document management systems for students and facilitators.
- Manage the payments to facilitators and learnership delivery sites. Manage and oversee the performance and development of learnership facilitators.
- Identify facilitator skills and performance gaps and facilitate interventions.
- Ensure the implementation of best practice teaching practices across the programmes (e.g. lesson plans).
- Report to the Academic Board. Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates.
- Ensure compliance with partnership process and guidelines.
- Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and local government).
- Participate in SETA-related curriculum initiatives.
- 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.
- Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits).
- Address concerns and issues raised by project team members and stakeholders.
- Identify work environment simulation needs for each learnership and prepare a plan of specific requirements including resourcing options.
- Identify simulation options at the College (in collaboration with the Business Development Manager).
- Implement systems to monitor the quality

of workplace student experience. ● Formulate job profiles for all posts within the Unit. ● Conduct meetings with internal staff and plan and assign work within the Unit. ● Manage the Unit's budget and cash flow. Compile the annual operational plan. ● Conduct performance appraisals with Unit staff and arrange and monitor individual development.

Post: Assistant Director: Management Accounting Services

Central Office - Ref no: ORB18/2022

SL 9 (R 382 245.00 per annum plus benefits)

Permanent

Email: orb18@orbitcollege.co.za

Requirements, experience and skills

●A recognized three (3) years National Diploma (NQF 6) in cost and management accounting or equivalent related REQV13 qualification. ●Three (3) to five (5) years supervisory experience in the accounting environment or the related field. ● Knowledge of PSET and CET Act. ● Knowledge and understanding PFMA. ● Knowledge and understanding Treasury Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. ● Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of management accounting systems. ● Administrative, planning and organizing, report writing communication and interpersonal skills, Problem solving, Computer literacy, analytical client oriented and team leadership, Knowledge of the Public TVET sector and its regulatory legislative framework. Knowledge and understanding of the Higher Education sector. ● Project management skills and team leadership. ● Advanced computer literacy. ● A valid driver's licence.

Duties and responsibilities:

●Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. ● Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. ● Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. ● Check and verify the supporting information for various financial planning processes. ● Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. ● Coordinate the preparation and consultation for the MTEF budget process. ● Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). ● Develop templates for the collection of budget information from line functionaries. ● Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. ● Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. ● Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. ● Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. ● Supervise the recording of adjustments and provide feedback to the relevant components. ● Provide information for the preparation of the annual financial statements. ● Monitor that all shifts/virements are included in the adjusted budget. ● Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). ● Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. ● Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. ● Monitor that all shifts/virements are included in the in Year Monitoring Report. ● Provide advice and guidance to role players on the use of forecasting methods and tools. ● Compile information for the interim and annual performance reports. ● Manage the operational processes, resources and procedures associated with the management accounting functions. ● Develop and

review departmental policies and procedures applicable to management accounting (planning and budgeting). • Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. • Determine workflow requirements. • Monitor performance of employees and determine training needs. • Control leave and related personnel matters applying laid down. • Human Resources procedures.

Post: Senior Lecturer Electrical Engineering Studies

Rustenburg Campus - Ref no: ORB19/2022

PL2 (R 353 979 per annum plus benefits)

Permanent

Email: orb19@orbitcollege.co.za

Requirements, experience and skills

• A recognized three (3) years National Diploma (NQF 6) Engineering Studies (Electrical/Mechanical) or equivalent related REQV13 qualification. • A Teachers qualification • A trade test certificate will be an added advantage • Assessor and Moderator Certificates will be an added advantage • At least three (03) years lecturing experience, preferably in a TVET College. • 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. • Good 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 certificate. • Computer literacy (MS Word, MS Excel and PowerPoint). • A valid driver's license.

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 program'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: Lecturer Report 191 Business Studies

Rustenburg Campus - Ref no: ORB20/2022

Salary PL1 (R214 908.00 per annum plus benefits)

Email: orb20@orbitcollege.co.za

Requirements, experience and skills

• A recognised / National Diploma (NQF6) in Business Management or equivalent related REQV 13 qualification • A Teachers qualification • 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 Degree in a professional manner and to promote a conducive teaching and learning environment. • SACE registration • Computer literacy • Valid driver's licence.

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 • Set and moderate assessments (Pre and Post assessment moderation) • 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 • Mark and moderate Internal and External assessments/examinations • Participate in student extra- curricular activities and promote the holistic development of students.

Post: Lecturer Business Studies

Mankwe Campus - Ref no: ORB21/2022

Salary PL1 (R214 908.00 per annum plus benefits)

Email: orb21@orbitcollege.co.za

Requirements, experience and skills

• A recognised Degree/ National Diploma (NQF6) in Business Management or equivalent related REQV 13 qualification • A Teachers qualification • 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. • SACE registration • Computer literacy • Valid driver's licence.

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 • Set and moderate assessments (Pre and Post assessment moderation) • 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 • Mark and moderate Internal and External assessments/examinations • Participate in student extra- curricular activities and promote the holistic development of students.

Post: Facilitator – Centre of Specialisation - Diesel Mechanic Trade.

Mankwe Campus. Ref: ORB16/2022

SL9 (R382 245.00 plus 37% in lieu of benefits per annum)

Three years (03) Contract Fixed Term Contract

Email: orb06@orbitcollege.co.za

Re-advertisement

Requirements, experience and skills

- A diploma or equivalent qualification at REQV 13.
- Qualified Diesel Mechanic, e.g. trade test passed.
- Education, Training & Development Practice (ETDP) or related qualification would be advantageous.
- Registered Assessor and Moderator will be advantageous.
- Knowledge of the Diesel Mechanic Industry.
- Analytical skills.
- Legislative and regulatory environment, including Occupational Health & Safety regulations and requirements, and experience in implementation of these.
- Planning and organizing skills including lesson planning skills.
- Verbal and written communication skills, including presentation or lecturing skills and report writing skills.
- Ability to assess apprentices in accordance with set requirements.
- Interpersonal skills.
- 3 – 5 years or appropriate artisan experience as a Diesel Mechanic E.g. Subject Matter Expert with specific experience in the following areas: Differentials; Steering box; Wheel alignment; Air brakes; Battery; Engine fitting; Cylinder head; Injectors; Engine problem solving; Gearbox.
- 2 years or more training/workshop experience will be an added advantage.
- Computer literacy (Microsoft Office Suite).
- Valid driver's licence.
- Quality control and assurance.

Duties and responsibilities:

- Provide theoretical and practical training applicable to the Diesel trade, and according to predetermined curriculums and lesson frameworks.
- Assess and/or moderate theoretical and practical competencies of apprentices in the programme against pre-determined requirements.
- Ensure that training equipment, workshops and related resources are available and in working order, and conduct regular inventory control.
- Perform administrative and management functions, including preparing and submitting reports to relevant authorities, preparation of training registers, preparation and completion of apprentice files, and any other administration required by oversight bodies.
- Attend industry and training workshops, as well as any other prescribed training to ensure own continuous professional development.
- Ensure training environment and activities are compliant to all safety, health and environmental requirements.
- Plan delivery of the occupational qualification in such a way that the apprentices are prepared to complete and pass the relevant assessments and trade test.
- Manage scheduling of apprentices for theory and industry placement/practical components of programme.