

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

Applications should be forwarded to: The Principal, ORBIT TVET College, Private Bag X82096, Rustenburg, 0300 OR hand delivered at Cnr Bosch & Fatima Bhayat Street, Rustenburg.

CLOSING DATE: 16 JANUARY 2015 at 16:00

NB: All applications must be forwarded to The Principal, attention HR Manager, ORBIT TVET College, Private Bag X82096, Rustenburg, 0300 or be hand delivered to ORBIT TVET College (Central Office), Fatima Bhayat Street, Rustenburg.

Submit a Z83 application form obtainable from the College website or any Government Department, and a comprehensive CV accompanied by certified copies (not older than three months) of qualifications with academic transcript, Driver's License and ID.

Please quote the relevant reference number. No faxed or e-mailed applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks [where applicable], qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful.

ORBIT TVET College is an equal opportunity employer and therefore people with disabilities are encouraged to apply for the positions.

Enquiries: Ms. Ivy Mthombeni 014 592 7014/014 597 5509/ or Ms. Sandra Moodley 014 592 7014/014 597 5543

For more information and requirements regarding the advertised posts, visit the College website at www.orbitcollege.co.za or call the indicated contact persons

Post: Administration Assistant: Electrical Engineering (Mankwe Campus)
Salary: SL 5 (R 123 738 – R 145 758) Ref No: 01/07

Post: Administration Assistant: Facilities (Mankwe Campus)
Salary: SL 5 (R 123 738 – R 145 758) Ref No: 02/07

Post: Administration Assistant: Hospitality & Tourism (Mankwe Campus)
Salary: SL 5 (R 123 738 – R 145 758) Ref No: 03/07

Post: Administration Assistant: Afternoon & evening classes (Rustenburg Campus)
Salary: SL 5 (R 123 738 – R 145 758) Ref No: 04/07

Post: Administration Assistant: Academic Lab (Rustenburg Campus)
Salary: SL 5 (R 123 738 – R 145 758) Ref No: 05/07

Post: Administration Assistant: Management (Brits Campus)
Salary: SL 5 (R 123 738 – R 145 758) Ref No: 06/07

Requirements:

- NC(V) Level 4 in Office Administration or N6 in Management Assistant.
- Proven computer skills in MS Word and MS Excel.
- Administration experience will be an advantage
- Ability to apply good time management skills
- Excellent written and verbal communication skills
- Good telephone etiquette.

Duties:

- To manage, coordinate and control all administrative activities as required by the Supervisor /HoD
- Dealing with all student queries
- Liaise with Lecturers, students, HoDs and other College personnel
- maintaining a professional client relationship
- Manage the HOD's diary
- Organising departmental meetings and minutes taking
- Filing and typing documents. Capturing of student enrolments.

Post: Cleaner (Central Office)
Salary: SL 2 (R 73 044 – R 86 040) Ref No: 07/07

Requirements:

Grade 10/ABET Level 2 • Effective 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 cleaning.

Duties and responsibilities:

- General cleaning of offices• Preparations for meetings• making tea for visitors. General office administration.