

ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING 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, ID document and driver's licence.

Persons in possession of a foreign qualification **MUST** submit an evaluation certificate from the South African Qualifications Authority (SAQA) and Council of Higher Education (CHE) together with an academic transcript. Failure to submit the requested documents will result in the application not being considered.

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: 16 JANUARY 2015 AT 16:00

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/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.

**Occupational Programmes and Artisan Development Manager (Central Office)
Salary: SL10 (R 337 998 - R 398 139) Ref No: 01/54**

Requirements, work experience and skills:

- A recognised 3 year qualification including a teaching qualification. ● Training as an artisan would be a strong recommendation. ● Minimum of eight years experience of which two years must include experience in managing Lecturers/Facilitators.
- Extensive knowledge of the TVET Colleges landscape and Occupational Programmes. 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 learnerships and other occupational 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 occupational 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 and the signing of learnerships and/or skill programmes contracts.
- Manage and oversee the performance and development of learnership 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.

Placement and Work Integrated Learning Coordinator (Central Office) Salary: SL9 (R 270 804 – R 327 126) Ref No: 02/54

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma (REQV 13).
- 5 year experience in the TVET environment with three years' experience in a college student support environment, vocational lecturing and/or work placement environment.
- Working knowledge and understanding of the TVET College landscape and its student support framework.
- Excellent listening, empathy and rapport-building, negotiations and networking skills.
- Strong leadership, monitoring and evaluation, organising, financial and administrative skills.
- Good communication (verbal and written), negotiation and networking, reporting, presentation and facilitation skills.
- Ability to work under pressure and meet deadlines.
- Advanced computer skills in MS Excel and MS Word and PowerPoint
- A valid driver's licence.

Duties and responsibilities:

- Plan and support the work placement process of graduates across the College.
- Organise work placements and support students in the work placement process.
- Conduct placement visits to monitor the progress of students, and deal effectively with any issues/concerns that may arise.
- Ensure the orientation and induction of interns and host employers so that they understand the work placement process, the level of support available and are fully equipped to undertake successful work placement.
- Support the development and maintenance of a database of appropriate host employers and industry links.
- Monitor the progress of work placement throughout the college. Attend work placement meetings with various stakeholders when necessary.
- Communicate effectively with interns, host employers, SETAs and various stakeholders on the work placement progress.

Extra-curricular Coordinator (Central Office) Salary: SL9 (R 270 804 – R 327 126) Ref No: 03/54

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma related to KPAs (REQV 13) including sports management and administration.
- Three years' experience in managing extra-curricular activities, preferably in a TVET College.
- Working knowledge and understanding of the TVET College landscape and its student support framework. Understanding of issues pertinent to youth development and the strategic role that extra-curriculum can play in ensuring that students are holistically developed
- Excellent listening, empathy and rapport-building skills.
- Strong leadership, coaching and mentoring, planning, organising, project or events management, financial and administrative skills.
- Ability to present view points and ideas effectively in both written and oral form.
- A demonstrated ability to meet and deal effectively with all levels of contacts.
- Good presentation and facilitation skills.

- Advance computer skills MS Excel, MS Word and Powerpoint.
- A valid driver's licence

Duties and responsibilities:

- In coordination with the College and Campus Officials and community stakeholders develop extra-curricular activities to be offered at the College.
- Liaise with Campuses and develop operational plans and schedules for extra-curricular activities.
- Organise resources and venues for weekly extra-curricular activities.
- Select, recruit and orientate the coaches of the different extra-curricular activities.
- Support and monitor the coaches in their needs for the fulfilment of their respective activities.
- Ensure adherence to the rules and regulations of the various extra-curricular activities.
- Report on progress of extra-curricular activities.
- Ensure active participation of students in extra-curricular activities and competitions.
- Communicate effectively with all stakeholders involved in the extra-curricular activities.
- Monitor the students' discipline and good behaviour during the activities.
- Maintain inventory of equipment and management of stocks.

Senior Accountant Management Accounts (Central Office) Salary: SL8 (R 227 802 – R 268 338) Ref No: 04/54

Requirements, experience and skills:

- 3 year tertiary qualification in Financial Management or Accounting.
- 5 years' experience in financial management and/or accounting sphere, of which two years should be at supervisory level.
- Sound knowledge of the Public Finance Management Act and GRAP reporting framework.
- Client orientation and customer focus.
- Planning, organizing, innovation skills and ability to communicate effectively both orally and in writing.
- Proven reporting skills.
- Advanced computer skills in MS Word, MS Excel and Powerpoint.
- Practical experience of ITS (Business Management System) will be an advantage.
- A valid drivers licence

Duties and responsibilities:

- Budget compilation, budget monitoring and reporting on variances.
- Strategic planning.
- Revenue and expenditure management.
- Financial reporting.
- Business management administration (system recons, etc.).
- Cash flow management.
- Preparation for audits and compiling Annual Financial Statements

Internal Auditor (Central Office) Salary: SL 8

(R 227 802 – R 268 338) Ref No: 05/54

Requirements, experience and skills:

- An appropriate Degree/Diploma (REQV 13) in Internal Auditing) or relevant qualification. Three years experience in an Internal Audit environment.

- Understanding of risk management and internal auditing best practice and standards.
- Proven report writing skills.
- Proven skills and knowledge related to audit planning, execution and reporting.
- Knowledge of the Further Education and Training Colleges Act (Continuing Education and Training Act), the Public Finance Management Act and Treasury Regulations.
- Knowledge of internal auditing standards.
- Knowledge of risk management, corporate governance and internal control.
- Proven computer skills, including Microsoft Word, Excel and PowerPoint.
- Ability to communicate effectively, both orally and in writing.
- A valid drivers licence.

Duties and responsibilities

- Evaluate the internal control system, risk management and governance processes of the College.
- Assist with the planning of allocated audits, develop audit programme, execute audits, document the findings and collect evidence.
- Assist in compiling audit reports and discuss it with the auditee.
- Prepare audit working papers and audit file.
- Conduct audit in compliance with the Internal Auditing standards.
- Perform follow-up audits to determine whether all agreed rectification plans have been implemented.
- Conduct ad-hoc audit and special assignments as requested by College Management.

Compliance Officer (Central Office) Salary: SL 8

(R 227 802 – R 268 338) Ref No: 06/54 (post advertised as Compliance Auditor in the newspaper)

Requirements, work and skills:

- An appropriate Degree/Diploma (REQV 13) in Health and Safety/Quality Management) or equivalent qualification.
- Training and certification in Quality Management, Health and Safety and environment (will be an advantage) i.e. ISO 9001, OSHAS 18001.
- 3 years relevant experience.
- Understanding of quality assurance, occupational health and safety and internal auditing best practice and standards.
- Proven report writing skills.
- Proven skills and knowledge related to audit planning, execution and reporting.
- Knowledge of the TVET landscape.
- Knowledge of Quality Management Systems (ISO 9001) and Occupational Health and Safety (OSH Act and/or OSHAS 18001).
- Proven computer skills, including Microsoft Word, Excel and PowerPoint.
- Knowledge and skills in execution of inspection and audit procedures and methods.
- Ability to communicate effectively, both written and orally.
- Good presentation and facilitation skills.
- A valid drivers licence

Duties and responsibilities:

- Maintain and administer the register of non-compliance incidents.
- Keep the electronic QMS presentation up to date. Issue and follow up on non-compliance

notices. • Conduct compliance inspections and follow-ups at all College sites and premises. • Record inspection findings and prepare reports. Conduct Hazard Identification and risk assessment at all College sites. • Maintain a database of QMS and SHE Representatives. • Advise and support staff on health and safety matters. Provide training and support o QMS and SHE. • Facilitate external audits by SABS and the Department.

HR Administrator – Labour Relations (Central Office) Salary: SL 7

(R 183 438 – R 216 084) Ref No: 07/54

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. • A valid drivers licence.

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.

Bursary Officer (Brits) Salary: SL 6 (R 148 584 – R 175 023) Ref No: 08/54

Bursary Officer (Mankwe) Salary: SL 6 (R 148 584 – R 175 023) Ref No: 09/54

Bursary Officer (Rustenburg) Salary: SL 6 (R 148 584 – R 175 023)

Ref No: 10/54

Requirements, experience and skills:

- A recognised NQF Level 4 in Finance, Economics and Accounting or National N Diploma in Financial or Business Management in Accounting. • A thorough knowledge of the TVET College landscape and its students support framework would be a strong recommendation. • Good record keeping and administrative skills. • Good planning , time management and communication skills. • Ability to pay

attention to detail and to interact empathetically with students. • Excellent computer skills in MS Word and MS Excel. • A drivers' licence would be an advantage.

Duties and responsibilities:

- Bursary application administration (Maintain NSFAS database of all bursary applications; Log and submit bursary applications, Notify Student Support Officer of application gaps. Monitor bursary and other awards in conjunction with the finance portfolio).
- Explore financial aid opportunities, update and maintain records of students' progress for admin purposes, maintain information on bursary scheme requirements.
- Resource Centre Management (Ensure access to and availability of resource centre facilities; Monitor and maintain equipment/material usage; Identify resource needs).
- Secretarial duties (Type reports/plans/letters/presentations)

HR Assistant (Central Office) Salary: SL 6 (R 148 584 – R 175 023)

Ref No: 11/54

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 a strong recommendation.
- A valid drivers licence.

Duties and responsibilities:

- Human Resource Administration:
 - 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.
- Records Administration:
 - 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.

**HR Assistant (Central Office) Salary: SL 6
(R 148 584 – R 175 023) Ref No: 12/54**

Requirements, experience and skills:

- An appropriate National Diploma or Degree in Human Resources Management.
- 2 years working experience .in an HR Environment.
- Knowledge of the public sector and its human resource regulatory and legislative framework and human resource administration procedures.
- Valid drivers licence.

Duties and responsibilities:

- Human Resource Administration: ● Administer the process of appointing and terminating employees.
- Administer the employee benefits scheme.
- Human Resource Development: Formulate and implement the Work Skills Plan.
- Develop and implement the annual training and development programmes.
- Conduct the annual skills audit.
- Administer bursaries for in-service employees.
- Formulate the human resource plan.
- Submission of employment equity reports.

**Academic Support Coordinator (Central Office) Salary: PL3
(R 297 705 – R 676 833) Ref No: 13/54**

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma related to KPAs (REQV 13) including an 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.
- Financial and administrative skills.
- Ability to communicate effectively, both skills.
- A valid driver's licence.

Duties and responsibilities:

- Coordinate study and learning support strategy dissemination 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 resources and equipment 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.

**Academic Programmes Coordinator (Rustenburg) Salary: PL3
(R 297 705 – R 676 833) Ref No: 14/54**

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.

Heads of Departments:

**HoD Electrical Engineering (Mankwe) Salary: PL3 (R 297 705 – R 676 833)
Ref No: 15/54**

Requirements, experience and skills :

- A recognised 3 year Degree/Diploma in Electrical Engineering including a teaching qualification as well as training as an artisan.
- 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 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. Ability to handle pressure and meet deadlines.
- Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting and problem solving 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

HoD Tourism and Hospitality (Mankwe) Salary: PL3

(R 297 705 – R 676 833) Ref No: 16/54

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma in Tourism and/or Hospitality including 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 plus industrial experience would be a strong recommendation.
- Ability to conduct practical training.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape.
- Ability to handle pressure and meet deadlines.
- Strong leadership, monitoring and evaluation, communication, negotiation, networking, reporting and problem solving 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.

HoD Report 191 Engineering Studies (Mankwe) Salary: PL3

(R 297 705 – R 676 833) Ref No: 17/54

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma in Engineering Studies including a Teachers qualification.
- At least 5 years lecturing experience, preferably in a TVET College, with two years at an academic supervisory level.
- An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be a strong recommendation.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape.
- Ability to handle pressure and meet deadlines.
- Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting and problem solving 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

HoD Report 191 Business Studies (Mankwe) Salary: PL3 (R 297 705 – R 676 833) Ref No: 18/54

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma in Business Studies.
- 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 plus industrial experience would be a strong recommendation.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape.
- Ability to handle quantitative and qualitative information, analyse it 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 and problem solving 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.

HoD Electrical Engineering (Rustenburg) Salary: PL3

(R 297 705 – R 676 833) Ref No: 19/54

Requirements, experience and skills

- A recognised 3 year Degree/Diploma in Electrical Engineering.
- Teachers qualification.
- At least 5 years lecturing experience, preferably in a TVET College, with two years at an academic supervisory level.
- An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be a strong recommendation.
- Ability to conduct practical training.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape.
- Ability to handle quantitative and qualitative information, analyse it 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 and problem solving 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.

**HoD Report 191 Engineering Studies (Rustenburg) Salary: PL3
(R 297 705 – R 676 833) Ref No: 20/54**

Requirements, experience and skills

- A recognised 3 year Degree/Diploma in Engineering Studies.
- Teachers qualification.
- At least 5 years lecturing experience, preferably in a TVET College, with two years at an academic supervisory level.
- An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be a strong recommendation.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape.
- Ability to handle quantitative and qualitative information, analyse it 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 and problem solving 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.

HoD Report 191 Engineering Studies (Brits) Salary: PL3

(R 297 705 – R 676 833) Ref No: 21/54

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma in Engineering Studies.
- Teachers qualification.
- At least 5 years lecturing experience, preferably in a TVET College, with two years at an academic supervisory level.
- An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be a strong recommendation.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape.
- Ability to handle quantitative and qualitative information, analyse it and present it cogently and effectively as a basis for decision-making.
- 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.
- 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

HoD Report 191 Business Studies (Brits) Salary: PL3

(R 297 705 – R 676 833) Ref No: 22/54

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma in Business Studies.
- 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 plus industrial experience would be a strong recommendation.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape.
- Ability to handle quantitative and qualitative information, analyse it and present it cogently and effectively as a basis for decision-making.
- 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.
- 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 for HoDs' Posts:

- Manage all theoretical and practical on-site teaching and training.
- Prepare departmental training schedules, timetables and work allocations of staff.
- Co-ordinate and manage the availability of learning material, equipment and facilities.
- Manage the planning, control, monitoring and reporting of all examinations, assessments and marking (on and off site)
- Manage and co-ordinate with the administration section regular stocktaking of consumable material and assets of the department.
- Keep abreast of subject knowledge, technology and 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, practical and theoretical work and learning outcomes.
- Manage and monitor the compilation and maintenance of personal files, academic progress files, lesson preparation files and any other related administrative documentation as per the official College Quality Management System.
- Manage and co-ordinate the submission of test/assessment dates, writing of test/performance of assessments, development of evaluation/assessment tools and/or memoranda/assessment criteria and term marks/ formative/assessments/Portfolio of Evidence/Progress reports.
- Monitor and control the work of Senior Lecturers/Lecturers/Facilitators and manage subordinates to create a conducive education and training environment and monitor efficient classroom management and discipline of students.
- Mentor and coach staff, especially inexperienced staff.
- Manage and monitor staff and student attendance.
- Manage and facilitate Students Work Based Experience as well as Lecturers Work Place Integrated Learning.
- Ensure the smooth running of the department and submit regular reports to the Academic Programmes Co-ordinator and Campus Manager as well as the Vocational and Occupational Programmes Managers.
- Chair the department's meetings and manage the performance of staff and students within the department.

Senior Lecturer Posts:

**Senior Lecturer Finance, Economics & Accounting (Brits) Salary: PL2
(R 250 029 – R 625 059) Ref No: 23/54**

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma related to Finance, Economics and Accounting (REQV 13) including an appropriate Teacher/Educator qualification.
- Strong programme and subject-matter expertise.
- Ability to monitor and facilitate students and sub-ordinates performance and provide critical feedback in an objective and professional manner.
- Evidence of at least three years teaching experience,

preferably in a TVET College. • Extensive knowledge of the TVET Colleges landscape. • Experience in supervision will be an advantage. • Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. • Good planning, organising, monitoring and evaluation skills. • Ability to handle pressure and meet deadlines. • SACE registration • Advanced computer skills in Ms Word, MS Excel and Powerpoint. • A valid driver's licence

**Senior Lecturer Report 191 Engineering Studies (Brits) Salary: PL2
(R 250 029 – R 625 059) Ref No: 24/54**

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma (REQV 13) in Civil or Electrical Engineering or Majors in Mathematics including an appropriate Teacher/Educator qualification
- Strong programme and subject-matter expertise. • Evidence of at least three years teaching experience preferably in a TVET College. • Ability to monitor and facilitate students and sub-ordinates performance and provide critical feedback in an objective and professional manner. • Extensive knowledge of the TVET Colleges landscape.
- Experience in supervision will be an advantage. • Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills. • Ability to handle pressure and meet deadlines. • SACE registration. • Advanced computer skills in Ms Word, MS Excel and Powerpoint. • A valid driver's licence .

**Senior Lecturer Report 191 Engineering Studies (Mankwe) Salary: PL2
(R 250 029 – R 625 059) Ref No: 25/54**

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma (REQV 13) in Electrical or Mechanical Engineering or Majors in Mathematics including an appropriate Teacher/Educator qualification
- Strong programme and subject-matter expertise. • Evidence of at least three years teaching experience preferably in a TVET College
- Sound knowledge of the TVET Colleges landscape. • Ability to monitor and facilitate students and sub-ordinates performance and provide critical feedback in an objective and professional manner
- Experience in supervision will be an advantage. • Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. • Good planning, organising, monitoring and evaluation skills.
- Ability to handle pressure and meet deadlines. • Advanced computer skills in Ms Word, MS Excel and Powerpoint. • SACE registration • A valid driver's licence.

**Senior Lecturer Report 191 Business Studies (Mankwe) Salary: PL2
(R 250 029 – R 625 059) Ref No: 26/54**

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma (REQV 13) in Didactics/Educare, Hospitality, Tourism, Management Assistant, Human Resource Management including an appropriate Teacher/Educator qualification.
- Strong programme and subject-matter expertise.
- Evidence of at least three years teaching experience preferably in a TVET College.
- Sound knowledge of the TVET Colleges landscape.
- Experience in supervision will be an advantage.
- Ability to monitor and facilitate students and sub-ordinates performance and provide critical feedback in an objective and professional manner.
- Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills.
- Good planning, organising, monitoring and evaluation skills.
- Ability to handle pressure and meet deadlines.
- Advanced computer skills in Ms Word, MS Excel and Powerpoint
- SACE registration.
- A valid driver's licence.

Senior Lecturer Boilermaking (Rustenburg) Salary: PL2

(R 250 029 – R 625 059) Ref No: 27/54

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma (REQV 13) in Boilermaking including a Teacher/Educator qualification.
- Strong programme and subject-matter expertise including practical training.
- Artisan qualification would be a strong recommendation.
- Evidence of at least three years teaching experience preferably in a TVET College.
- Extensive knowledge of the TVET Colleges landscape.
- Experience in supervision will be an advantage.
- Ability to monitor and facilitate students and sub-ordinates performance and provide critical feedback in an objective and professional manner.
- Strong leadership, communication, problem solving and innovation skills.
- Good planning, organising, monitoring and evaluation skills.
- Ability to handle pressure and meet deadlines.
- Advanced computer skills in Ms Word, MS Excel and Powerpoint.
- A valid driver's licence.
- SACE registration

**Senior Lecturer Report 191 Engineering Studies (Rustenburg) Salary: PL2
(R 250 029 – R 625 059) Ref No: 28/54**

Requirements, experience and skills:

- A recognised 3 year Degree/Diploma (REQV 13) in Electrical or Mechanical Engineering or Majors in Mathematics including an appropriate Teacher/Educator qualification.
- Strong programme and subject-matter expertise.
- Evidence of at least three years teaching experience preferably in a TVET College.
- Extensive knowledge of the TVET Colleges landscape.
- Ability to monitor and facilitate students and sub-ordinates performance and provide critical feedback in an objective and professional manner.
- Experience in supervision will be an advantage.
- Strong leadership, communication, problem solving and innovation skills.
- Good planning, organising, monitoring and evaluation skills.
- Ability to handle pressure and meet deadlines.
- Advanced computer skills in Ms Word, MS Excel and Powerpoint.
- A valid driver's licence
- SACE registration.

**Senior Lecturer Report 191 Business Studies (Rustenburg) Salary: PL2
(R 250 029 – R 625 059) Ref No: 29/54**

Requirements, experience and skills:

- A recognised 3 year (REQV 13) Degree/Diploma in Communication, Business Management, Management Assistant, Financial Management, Human Resources Management, including an appropriate Teacher/Educator qualification.
- Evidence of at least three years teaching experience preferably in a TVET College.
- Ability to monitor and facilitate students and sub-ordinates performance and provide critical feedback in an objective and professional manner.
- Experience in supervision will be an advantage. Ability to monitor and facilitate students and sub-ordinates performance and provide critical feedback in an objective and professional manner.
- Strong leadership, communication, problem solving and innovation skills.
- Good planning, organising, monitoring and evaluation skills.
- Ability to handle pressure and meet deadlines.
- Advanced computer skills in Ms Word, MS Excel and Powerpoint.
- A valid driver's licence
- SACE registration

Duties and responsibilities for Senior Lecturers' Posts:

- 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's Quality Management System
- Co-ordinate 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 within the department
- Create a conducive classroom environment and ensure efficient classroom management and discipline of students
- Liaise with the Lecturers, Heads of Departments and Student Support Officers in providing support interventions to students
- Assess students, capture marks and maintain the

necessary records, distribute textbooks and student packs to students and maintain the necessary records. • Manage and monitor staff and student attendance • manage and facilitate students work based experience as well as Lecturers work place integrated learning. • Ensure the smooth running of the department and submit regular reports to the Head of Department. • Chair meetings for subjects under his/her supervision and manage the performance of Lecturers and Students within the department.

Lecturer Posts

Lecture Educare (Brits) Salary PL1 (R150 375 – R 335 472) Ref No: 30/54

Lecturer Accounting (Brits) Salary PL1 (R 150 375 – R 335 472) Ref No: 31/54

Lecturer Hospitality with practical experience in a work environment (Mankwe) Salary: PL1 (R 150 375 – R 335 472) Ref No: 32/54

Lecturer Mathematics & Mathematical Literacy (Mankwe) Salary: PL1

(R 150 375 – R 335 472) Ref No: 33/54

Lecturer Mathematics & Mathematical Literacy (Mankwe) Salary: PL1 (R 150 375 – R 335 472) Ref No: 34/54

Lecturer Electrical Engineering (Mankwe) Salary: PL1 (R 150 375 – R 335 472) Ref No: 35/54

Lecturer Electrical Engineering (Mankwe) Salary: PL1 (R 150 375 – R 335 472) Ref No: 36/54

Lecturer Transport & Logistics (Mankwe) Salary: PL1 (R 150 375 – R 335 472) Ref No: 37/54

Lecturer Educare with practical work experience in a pre-school environment (Mankwe) Salary: PL1 (R 150 375 – R 335 472) Ref No: 38/54

Lecturer Tourism with accounting background (Mankwe) Salary: PL1 (R 150 375 – R 335 472) Ref No: 39/54

Lecturer Motor / Diesel Mechanic – Artisan will be an advantage (Mankwe) Salary: PL1 (R 150 375 – R 335 472) Ref No: 40/54

Lecturer Engineering Science and Mathematics (Mankwe) Salary: PL1 (R 150 375 – R 335 472) Ref No: 41/54

Lecturer Electrical Engineering (Rustenburg) Salary: PL1 (R 150 375 – R 335 472) Ref No: 42/54

**Lecturer Electrical Engineering (Rustenburg) Salary: PL1
(R 150 375 – R 335 472) Ref No: 43/54**

**Lecturer Electrical Engineering (Rustenburg) Salary: PL1
(R 150 375 – R 335 472) Ref No: 44/54**

**Lecturer Electronics (Rustenburg) Salary: PL1
(R 150 375 – R 335 472) Ref No: 45/54**

**Lecturer Office Practice (Rustenburg) Salary: PL1 (R 150 375 – R 335 472) Ref
No: 46/54**

**Lecturer Office Data Processing (Rustenburg) Salary: PL1
(R 150 375 – R 335 472) Ref No: 47/54**

Lecturer Music (Rustenburg) Salary: PL1 (R 150 375 – R 335 472) Ref No: 48/54

**Lecturer Boilermaking (Rustenburg) Salary: PL1 (R 150 375 – R 335 472)
Ref: No: 49/54**

**Lecturer Fitting and Turning (Rustenburg) Salary: PL1 (R 150 375 – R 335 472)
Ref No: 50/54**

**Lecturer Fitting & Turning (Rustenburg) Salary: PL1 (R 150 375 – R 335 472)
Ref No: 51/54**

**Lecturer Computerised Financial Systems (Pastel) (Rustenburg) Salary: PL1
(R 150 375 – R 335 472) Ref No: 52/54**

**Lecturer Mechanical Engineering (Rustenburg) Salary: PL1
(R 150 375 – R 335 472) Ref No: 53/54**

**Lecturer Mechanical Engineering (Rustenburg) Salary: PL1
(R 150 375 – R 335 472) Ref No: 54/54**

Requirements, experience and skills for Lecturers' Posts:

- A recognised 3 year Degree/Diploma with majors in the particular field of study.
- A Teachers qualification and a valid drivers licence will be strong recommendations.
- SACE Registration
- In-depth knowledge of the subject.
- Excellent communication in English (written and verbal), organising, planning and administration skills. Ability to 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 lecturer 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.