



## ORBIT TVET COLLEGE

**ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING 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: 14 SEPTEMBER 2018**

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: Facilitator – Centre of Specialisation - Diesel Mechanic Trade. (2 posts)**

**Mankwe Campus. Ref: ORB17/2018**

**Mankwe Campus. Ref: ORB18/2018**

**Three years Fixed Term Contract**

**SL9 (R356 289 per annum plus benefits)**

**Requirements, experience and skills**

- A diploma (REQV13) or equivalent with three (03) to five (05) years' experience or an Artisan qualification with six (06) to ten (10) years' experience.
- 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.
- 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.
- 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.

**Post: Facilitator – Centre of Specialisation - Electrical Trade. (2 posts)**

**Brits Campus. Ref: ORB19/2018**

**Brits Campus. Ref: ORB20/2018**

**Three years Fixed Term Contract**

**SL9 (R356 289 per annum plus benefits).**

**Requirements, experience and skills**

- A diploma (REQV13) or equivalent with three (03) to five (05) years' experience or an Artisan qualification with six (06) to ten (10) years' experience. Qualified as an Electrician with trade test passed.
- Must have industry experience on the following: Tools, equipment, machinery and materials, Electricity and electronics, Wire ways and wiring, Rotating electrical machinery, Electrical supply systems and components, Low voltage protection, Fault finding and repair, Worksite set-up, Electrical installation and control systems, Pre-commission inspection, Maintenance processes. Education, Training and Development Practice (ETDP) or related qualification will be an added advantage.
- Qualification as a registered Assessor and/or Moderator for the Electrician trade will be an added advantage.
- The preferred candidate will have knowledge of the Electrician industry, the legislative and regulatory environment, as well as knowledge of and experience in implementing Occupational Health and Safety regulations and requirements.
- Good verbal and written communication skills, including presentation or lecturing and report writing skills.
- He/she will have planning and organizing skills, including lesson planning skills, analytical skills, conceptual ability and the ability to assess apprentices.
- Computer literacy in Microsoft Suite.
- A valid driver's license.
- Preferred candidate must have the ability to take on a leadership and mentorship role, will be focused on customer service, be disciplined and professional and will have excellent interpersonal skills.
- He/she will be responsible for his/her own continuous professional development.

**Duties and responsibilities:**

- Provide theoretical and practical training applicable to the Electrician trade, and according to predetermined curriculum and lesson frameworks.
- Assess and/or moderate theoretical and practical competencies of apprentices in the programmes against pre-determined requirements.
- Ensure that training equipment, workshops and related resources are available and in working order.
- Conduct regular inventory control.
- Perform administrative and management functions.
- Prepare and submit 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 health, safety 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 the scheduling of apprentice for theory and industry placement/practical components of the programme.