



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 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 below.

PLEASE NOTE:

A completed and signed **NEW 2021 Z83** form should be accompanied by a recently updated comprehensive CV (inclusive of three referees and contact details), certified copies (not older than six months) of all qualifications with academic transcripts and ID document. Please indicate the relevant reference number of the post you are applying for on a **New Z83** form. Candidates who apply for more than one post should submit application documents for each post. Applications received after the closing date as well as those faxed will **NOT** be accepted.

CLOSING DATE: 17 June 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: Senior Lecturer Report 191 Business Studies
Rustenburg Campus. Ref No.: ORB09/2022
PL2 (R 353 979 per annum plus benefits)
Permanent
Email: orb09@orbitcollege.co.za

Requirements, experience and skills

- A recognised three (3) years Degree/National Diploma (NQF 6) in Business Management or equivalent qualification
- A Teachers qualification.
- At least three (03) years lecturing experience, preferably in a TVET College.
- Accreditation as an Assessor and Moderator will be an added advantage.
- 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.
- 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 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 Business Studies Applied Accounting

Rustenburg Campus - Ref no: ORB10/2022

Salary PL1 (R214 908.00 per annum plus benefits)

Permanent

Email: orb01@orbitcollege.co.za

Requirements, experience and skills

- A recognised three (3) years Degree/National Diploma (NQF 6) in Accounting (Economics as a subject will be an added advantage) or equivalent related REQV 13 qualification
- A Teachers qualification.
- Assessor and Moderator Certificates will be an added advantage
- In depth knowledge of the subjects
- Ability to teach Applied Accounting L2 – L4, Economics L2 – L4 and Financial Management L2 – L4.
- 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
- SACE registration
- Computer literacy.
- A valid drivers' 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.
- Set and moderate assessments (Pre and Post assessment moderation).

Post: Lecturer Fundamentals: Life Orientation
Rustenburg Campus - Ref no: ORB11/2022
Salary PL1 (R214 908.00 per annum plus benefits)
Permanent
Email: orb18@orbitcollege.co.za

Requirements, experience and skills

A recognised three (3) years Degree/National Diploma (NQF 6) in Business Management/Management Assistant or equivalent REQV 13 qualification with Computer as a major subject or at N6 level • A Teachers qualification. • Cisco Instructor certificate/qualification will be an added • A Teachers 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. • A valid drivers' 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 Fundamentals / PLP: Mathematics and Science
Mankwe Campus. Ref No.: ORB12/2022.
PL1 (R214 908.00 plus benefits)
Permanent
E-mail: orb12@orbitcollege.co.za

Requirements, experience and skills

A recognised three (3) years Degree/National Diploma (NQF 6) equivalent REQV 13 qualification with major in Mathematics ● 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. ● A valid drivers' 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. ● Set and moderate assessments (Pre and Post assessment moderation. ● Participate in student extra- curricular activities and promote the holistic development of students.