



## 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 ORB22/2022, ORB20/2021, ORB23/2022, ORB16/2021 and ORB24/202 only. Applications for ORB16/2022, ORB06/2022 and ORB18/2020 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: 18 November 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: Facilitator – Centre of Specialisation - Diesel Mechanic Trade.**  
**Mankwe Campus. Ref: ORB16/2020**  
**SL9 (R382 245.00 plus 37% in lieu of benefits per annum)**  
**Three (03) Years Fixed Term Contract**  
**Email: [orb16@orbitcollege.co.za](mailto:orb16@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.

**Post: Facilitator – Centre for Entrepreneurship Technical Manager**

**Mankwe Campus. Ref: [ORB06/2021](#)**

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

**Three (03) Years Fixed Term Contract**

**Email: [orb06@orbitcollege.co.za](mailto:orb06@orbitcollege.co.za)**

**Re-advertisement**

- A recognised three (03) years Degree/Diploma in Mechanical Engineering. Three (03) to Five (5) years' experience in Mechanical Technical Management field, preferably in the Engineering Design and Manufacturing industry.
- Ability to work with Engineering equipment such as Metal Fabrication, Furniture, CNC AND 3D Printing.
- An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations.
- Software Drawing (Solid works and CNC) will be an added advantage.
- Ability to conduct practical training.
- Extensive knowledge of engineering equipment's and metal fabrication.
- Ability to facilitate
- 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.
- Computer literacy (MS Word, MS Excel and PowerPoint).
- A valid driver's license.

**Duties and responsibilities:**

- Ensure optimum functioning of workshops: (Creative Makerspace and Automotive). Manage the processes of planning for, control, monitoring (on and off site).
- Manage the Health and Safety requirements within the Centre for Entrepreneurship/ Rapid incubator.
- Assist beneficiaries with design and production of their products.
- Manage and verify competencies of the beneficiaries of the Rapid Incubator.
- Actively participate as a team member of the Centre for Entrepreneurship / Rapid Incubator.
- Keep abreast of advances in technology and opportunities that pertain to the Rapid Incubator.
- Keep abreast of developments in respect of subject knowledge, technology, education and training and contribute to the professional development of subordinates by giving guidance and sharing knowledge, ideas and resources.
- Create an environment that is conducive to teaching and learning.
- Mentor and coach students.
- The incumbent must be client orientated, customer focused and be able to perform in a team environment.

**Post: Lecturer Business Studies**

**Mankwe Campus - Ref no: [ORB22/2022](#)**

**Salary PL1 (R214 908.00 per annum plus benefits)**

**Email: [orb22@orbitcollege.co.za](mailto:orb22@orbitcollege.co.za)**

**Requirements, experience and skills**

- A recognized three (3) years Degree/National Diploma (NQF6) in Tourism with Science of tourism as a major subject 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: IT Technician X2**

**Brits & Rustenburg Campus - Ref: ORB18/2020**

**SL7 (R261 372.00 per annum plus benefits)**

**Permanent**

**Re-advertisement**

**Email: [ORB18@orbitcollege.co.za](mailto:ORB18@orbitcollege.co.za)**

## **Requirements, experience and skills**

- A recognized three (03) years National Diploma (NQF 6) in Information Technology (IT)/ Computer Science or equivalent related REV13 qualification.
- Must have A+ and ITIL v3 Foundation
- One (1) to Two (02) years' experience in an information technology environment
- Experience in the use of personal computer hardware and software with specific knowledge of spread sheet, word processing and database applications; Windows operating systems, and integrated financial systems; knowledge of microcomputer hardware repair.
- Proven computer literacy, including advanced MSWord, Excel and PowerPoint.
- Experience in network hardware and operating systems, their installation and maintenance.
- Ability to communicate technical information in a nontechnical manner and to work effectively with users with varying levels of expertise.
- Knowledge of fundamental programming theories.
- Ability to diagnose and correct system problems.
- Proven knowledge and competence regarding computer hardware and software, its installation; its technical operation; and the ability to solve computer-related problems.
- Proven experience in providing all levels of user and application support.
- A valid drivers' licence.

## **Duties and responsibilities**

- Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions
- Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on the functionality of application software.
- Set up, install and test new units prior to handover and monitoring functionality in the live environment.
- Maintain data dictionaries/ directories and control the distribution and retention of data on various storage devices
- Receive and prioritise end user support calls and requests.
- Troubleshoot less complex problems with remote and local users on line, telephonically and/or by visiting user sites to analyse, diagnose and resolve application and operating system related problems.
- Provide guidance to new users with start-up/log-on procedures and/or sequences, tools and capabilities of associated packages.
- Create short cuts to facilitate easy access to commonly used applications and/or set up fields and formats for reporting purposes.
- Administer the WAN and LAN networks.
- Monitor and administer the usage of the internet.
- Update the IT asset register.
- Maintain records of licences permitting the use of specific software.
- Perform system backup
- Implement appropriate security measures to safeguard data and restrict access appropriately.
- Audit web sites and applications to ensure that standards are met; security measures are in place and determine and address the impact of new requirements and programming changes required.
- Design, develop and maintain web applications (e.g. data modelling, coding, integration, testing, debugging, maintenance, documentation code libraries and reporting).

**Post: Lecturer Engineering Studies**  
**Brits Campus Ref No: ORB20/2021**  
**Salary PL1 (R214 908.00 per annum plus benefits)**  
**Permanent**  
**Re-Advertisement**  
**Email: [orb20@orbitcollege.co.za](mailto:orb20@orbitcollege.co.za)**

### **Requirements, experience and skills**

- A recognized three (3) years Degree/National Diploma (NQF6) in Civil Engineering with specialisation in Bricklaying or equivalent related REQV13 qualification
- A Bricklayer Trade Test Certificate and Teachers qualification will be added advantages.
- In-depth knowledge of Civil and Building Construction subjects and content preferably in Bricklaying or Masonry, Materials, Plant & Equipment and Construction Planning
- Assessor and Moderator certificates will be an added advantage.
- Excellent communication skills 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.
- Computer literacy.
- SACE registration.
- A valid drivers' license.

### **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 is maintained at all times
- 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's 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**  
**Brits Campus - Ref no: ORB23/2022**  
**One (01) Year Fixed Term Contract**  
**Salary PL1 (R214 908.00 per annum plus benefits)**  
**Email: [orb23@orbitcollege.co.za](mailto:orb23@orbitcollege.co.za)**

### **Requirements, experience and skills**

- A recognized three (3) years Degree/National Diploma (NQF6) in Computer Office Management and Technology / Management Assistant with Office Data Processing as major subject and equivalent related REQV 13 qualification
- ICDL Certificate
- 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 Engineering Studies****Rustenburg Campus - Ref No: ORB16/2021****Salary PL1 (R214 908.00 per annum plus benefits)****Permanent****Re-advertisement****Email: [orb17@orbitcollege.co.za](mailto:orb17@orbitcollege.co.za)****Requirements, experience and skills**

• A recognized three (3) years Degree/National Diploma (NQF6) in Mechanical Engineering in Boiler making or equivalent related REQV 13 qualification • A trade test certificate Boiler making • A Teachers qualification will be an added advantage. • In-depth knowledge of the subject • Assessor and Moderator certificates will be an added advantage. • Excellent communication skills 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. • Computer literacy. • SACE registration. • A valid drivers' license will be an added advantage.

**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 is maintained at all times • 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 students 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****Rustenburg Campus - Ref no: ORB24/2022****Salary PL1 (R214 908.00 per annum plus benefits)****Email: [orb24@orbitcollege.co.za](mailto:orb24@orbitcollege.co.za)****Requirements, experience and skills**

• A recognized three (3) years Degree/National Diploma (NQF6) in Management Assistant or equivalent related REQV 13 qualification, with Computer Practice as a major subject. • A Teachers qualification • In-depth knowledge of the subject LSCL (Life Skills and Computer Literacy) • CISCO certification. Completion of IDCL will be an added advantage. In-depth knowledge of Life Skills/Life

Orientation as a discipline. 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 Practice at N6 level • A valid driver's licence is an added advantage

**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.