



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 TEMPORARY POST:

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: 25 March 2022 at 16:00

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: Temporary Lecturer Transport & Logistics
Mankwe Campus
Salary PL1 (R214 908.00 plus 37% in lieu of benefits)
Ref No: TEMP - ORB03/2022.
Fixed term (Four (04) months)
Email: TEMPORB03@orbitcollege.co.za

Requirements, experience and skills

- A recognized three (3) years Degree or National Diploma (NQF 6) in Logistics Management, Transport Economics, Business Management or equivalent related REQV 13 qualification
- A teacher's qualification will be an added advantage.
- Assessor and Moderator Certificates will be an added advantage
- In depth knowledge of the subjects
- Ability to teach New Venture Creation L2 – L4 and Transport Operations 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 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
- 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).