



ORBIT TVET COLLEGE

ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING PERMANENT AND 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: 24 JULY 2017

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: Internal Audit and Assurance Manager. SL9 (R334 545 plus benefits). Central Office. Ref: ORB12/2017. Permanent

Requirements, experience and skills

A BCom Degree or National Diploma in Internal Auditing. • Seven years' experience in internal auditing of which three must have been at supervisory level. • Registration with the Institute of Internal auditors will be an advantage. • Excellent understanding of quality assurance best practice and standards. • Extensive knowledge of the sector regulatory and legislative framework. • Advanced computer skills including Ms Word, Ms Excel and Ms PowerPoint. • Proven skills related to the preparation and implementation of audit coverage plans. A valid driver' licence. • Advanced oral and written communication skills. • Proven report writing and presentation skills. • Ability to work under pressure. • Leadership and strategic thinking skills. • Good analytical skills and the ability to liaise at highest level. • Project and Resource Management skills.

Duties and responsibilities:

Develop quality assurance policies and procedures for the College. • Develop an annual internal audit plan and audit operational plan. • Report to the Audit and Risk Committee on all audit and compliance activities. • Produce management reports and participate in management forums. • Implement appropriate standards in accordance with best practice to effectively manage quality matters in an integrated manner. • Develop, implement and maintain regulatory and accredited systems in compliance with national and international standards. • Ensure that all role-players and managers are aware of and understand regulatory compliance requirements. • Plan, prepare and facilitate external compliance visits and audits. • Establish a quality audit and risk management function and monitor assessments to ensure compliance with formal systems. • Conduct scheduled and reactive audits and inspections and produce reports on all audits, inspections and incidents. • Formulate audit findings and tracking the follow-up-to-closure process. • Coordinate and ensure the implementation of location-based quality assurance committees that assist in "on-the-ground" monitoring and support. • Maintain the quality assurance database and other appropriate tools to ensure efficient and effective management of information for ease of access and interpretation for College management decisions. • Develop and implement hazard identification and risk assessment systems. • Conduct meetings with staff and plan work within the Unit. • Manage the Unit's budget and cash flow.

Post: Student Support Manager. SL9 (R334 545 plus benefits). Central Office. Ref: ORB13/2017. Permanent

Requirements, experience and skills

A recognised 3 year Degree/Diploma related to KPAs and which includes a Teacher/Educator's qualification. • Complete student counselling course(s) will be an advantage. • Seven years' experience in an Educational Institution of which three must have been at supervisory level. • An expert understanding of student support and management at a TVET College. • Extensive knowledge the TVET College landscape and legislation. • Thorough knowledge of academic support and student counselling regulations, effective extra-curricular programmes and best practices. • Advanced computer skills including Ms Word, Ms Excel and Ms PowerPoint. • Ability to design and implement internal admin systems and controls to ensure sound student support and administration. • A valid driver' licence. • Advanced oral and written communication skills. • Proven report writing

and presentation skills. • Ability to work under pressure. • Leadership and strategic thinking skills. • Good analytical skills and the ability to liaise at highest level. • Project and Resource Management skills.

Duties and responsibilities

Develop the annual student support operational plan. • Develop and review relevant student support services policies, processes and procedures. • Develop and implement the annual student support services plan and submit monthly reports on the implementation of the plan • Prepare and submit required reports to Management, College Council and the DHET. • Oversee the development, review and implementation of student residence management procedures. • Develop and monitor implementation of relevant career guidance plans. • Liaise with relevant stakeholders in ensuring a well-developed system in providing students with adequate workplace experience. • Develop and monitor the implementation of academic support referral systems as well as the alumni and tracking systems. • Develop and monitor health and wellness programmes. • Facilitate annual SRC elections and ensure SRC representation on all governing bodies. • Develop relevant student procedures and grievance incidents. • Develop and regularly review the student code of conduct and monitor the implementation of student orientation and induction programmes. • Monitor and ensure compliance to bursary applications guidelines and procedures. • Co-ordinate and chair the financial aid committee meetings. • Identify potential sponsors in recognising student academic achievement.

Post: HR Manager. SL9 (R334 545 plus benefits). Central Office. Ref: ORB14/2017. Permanent

Requirements, experience and skills

A Bachelor's Degree or National Diploma in Human Resource Management. • Seven years working experience in general human resource processes of which three must have been at supervisory level. • Knowledge of HR legislation, policies and prescripts. • Knowledge of the TVET College sector. • Leadership and strategic thinking skills. • Good analytical skills and the ability to liaise at highest level. • Good verbal and written communication skills. • Proven report writing and presentation skills. • Ability to work independently, under pressure and meet deadlines. • Trustworthiness and the ability to maintain confidentiality. • Project and Resource Management skills. • Advanced computer skills including MS Word, Excel and PowerPoint. • Knowledge of Persal will be an added advantage. • A valid driver's license.

Duties and responsibilities:

Develop and implement the Human Resources strategy, operational plan and objectives. • Develop and implement internal controls and systems in respect of the Human Resources Unit. • Ensure proper record keeping of all staff data. • Manage staff recruitment, selection, appointment, induction and termination processes. • Manage employee conditions of service. • Manage the development and implementation of the workplace skills plan and the annual staff training programme. • Analyse and manage the organizational structure and post establishment. • Oversee and analyse the performance management and appraisal system. • Manage the employee assistance programme. • Conduct and analyse the organisational climate surveys. • Manage the grievance and dispute

resolution processes. • Provide strategic guidance during industrial action(s). • Manage the College conduct management process. • Oversee leave administration and analyse employee attendance patterns. • Report on HR issues on a monthly, quarterly and annual basis. • Ensure compliance with HR-related policy, legislative, regulatory and reporting requirements.

Post: Lecturer: Accounting. PL1 (R185 769 plus benefits). Brits Campus. Ref: ORB15/2017. Permanent

Requirements, experience and skills

REQV 13 in Accounting • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • 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. • Computer literacy.

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 • 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 • Participate in student extra-curricular activities and promote the holistic development of students

Post: Lecturer: Electrical Engineering Report 191. PL1 (R185 769 plus benefits). Brits Campus. Ref: ORB16/2017. Permanent

Requirements, experience and skills

REQV 13 in Electrical Engineering • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • 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. • Computer literacy.

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 • 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 • Participate in student extra- curricular activities and promote the holistic development of students

Post: Lecturer: Mechanical Engineering Report 191. PL1 (R185 769 plus benefits). Brits Campus. Ref: ORB17/2017. Permanent

Requirements, experience and skills

REQV 13 in Mechanical Engineering • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • 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. • Computer literacy.

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 • 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 • Participate in student extra- curricular activities and promote the holistic development of students

Post: Lecturer: Life Orientation. PL1 (R185 769 plus benefits). Brits Campus. Ref: ORB18/2017. Permanent

Requirements, experience and skills

REQV 13 with Computer Practice as a major subject • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • 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.

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 • 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 • Participate in student extra-curricular activities and promote the holistic development of students

Post: Lecturer: Jewellery. PL1 (R185 769 plus benefits). Rustenburg Campus. Ref: ORB19/2017. Permanent

Requirements, experience and skills

REQV 13 in Jewellery • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • 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. • Computer literacy.

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 • 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 • Participate in student extra- curricular activities and promote the holistic development of students

Post: Lecturer: Mathematics. PL1 (R185 769 plus benefits). Mankwe Campus. Ref: ORB20/2017. Permanent

Requirements, experience and skills

REQV 13 with Mathematics as a major subject • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • 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 • Computer literacy.

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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 • 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 • Participate in student extra- curricular activities and promote the holistic development of students

Post: Lecturer: Fitting and Machining Report 191. PL1 (R185 769 plus benefits). Mankwe Campus. Ref: ORB21/2017. Permanent

Requirements, experience and skills

• REQV 13 in Fitting and Machining • A Teachers qualification and a valid drivers' licence will be an advantage. • In-depth knowledge of the subject • 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. • Computer literacy.

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 • 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 • Participate in student extra- curricular activities and promote the holistic development of students

Post: Cleaner: SL2 (R90 234 plus benefits). Brits Campus. Ref: ORB22/2017. Permanent

Requirements, experience and skills

Grade 10/ABET Level 2 • Effective communication skills in home language and Basic English • Good listening skills • Ability to complete operational activities timeously as required. • Ability to do the physical activities related to cleaning.

Duties and responsibilities:

General cleaning of offices, classrooms and surroundings • Preparations for meetings • Making tea for visitors. • General office administration. • Assist Campus in conducting stock taking