



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 promote representivity will receive preference.

ORBIT TVET College invites suitable candidates to apply for the following permanent and fixed term contracts 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

PLEASE NOTE:

A completed and signed **NEW 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 quote the relevant reference number of the post you are applying for. 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 or emailed will **NOT** be accepted.

CLOSING DATE: 10 September 2021 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: Centre for Entrepreneurship Technical Manager
Mankwe Campus. Ref No: ORB06/2021
SL9 (R 376 596 per annum plus 37% in lieu of benefits)
Three Year Fixed Term Contract**

Requirements, experience and skills

- A recognised three (03) years Degree/Diploma in Mechanical Engineering or equivalent qualification
- At least 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, metal fabrication and furniture.
- 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

- Ensure optimum functioning of workshops: (Creative Makerspace and Automotive)
- Manage the processes of planning for, control and 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 have the ability to perform in a team environment.

**Post: General Assistant - Cleaner
Mankwe Campus. Ref No: ORB07/2021
SL2 (R 102 534 per annum plus 37% in lieu of benefits)
Three (03) Years Fixed Term Contract**

Requirements, experience and skills

- ABET / Standard 8/ Grade 10 or equivalent qualification
- Effective communication skills in home language and Basic English
- Good Listening skills
- Ability to complete operational activities timeously as required.
- Ability to perform physical activities related to cleaning.
- Knowledge of facilities policies
- Knowledge of relevant legislation, prescripts, policies and procedures
- Knowledge of hygiene
- Reading
- Operating equipment
- People management
- Office management and administration
- Analytical
- Computer literacy
- Planning and organizing
- Computer literacy
- Office management and administration

Duties and responsibilities

- General cleaning of offices, kitchens and ablution facilities
- Preparations of venues and refreshments for meetings
- Prepare refreshments for visitors.
- Keep and maintain cleaning material.
- Assist in conducting stock taking.
- Comply with the Occupational Health and Safety requirements
- Keep utility and storage room in clean and orderly condition
- Report the breakages and hazards to the supervisor
- Perform any other duty as delegated by the supervisor from time to time.

Post: Lecturer: Mathematics X2
Rustenburg Campus. Ref No.: ORB08/2021.
PL1 (R 211 731 plus benefits)
Permanent

Requirements, experience and skills

- A recognised three (03) years Degree/Diploma with majors in Mathematics
- A Teachers qualification
- SACE registration certificate
- 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.

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

Post: Campus Administrator
Brits Campus. Ref No.: ORB09/2021
SL7 (R 257 508 plus benefits)
Permanent

Requirements, experience and skills

- A recognised Degree or equivalent REQV 13 qualification in Business Management /Administration. Three (03) years' experience in a General Office Administration environment or Human Resources and Administration, Financial Management, Student Registrations and Enrolments, Assets and Inventory Management, Management and Administration of Examinations and Assessments, Fleet and Supply Chain Management.
- Working knowledge of the Public sector compliance and reporting requirements and Management Information Systems.
- Good report writing skills.
- Computer literacy.
- Ability to communicate effectively, both orally and in writing.
- A valid drivers licence.

Duties and responsibilities:

- Draw up a campus enrolment plan for both NCV and Report 191.
- Gather departmental information and compile reports for Campus Management.
- Prepare reports, presentations, and other correspondence.
- Arrange meetings, conferences, workshops and other gatherings as required.
- Provide other secretarial support services to Campus management.
- Coordinate submission of leave forms to Central Office.
- Coordinate Submission of IQMS and PMDS documents to Central Office.
- Coordinate all relevant documentation pertaining to disciplinary cases and grievances.
- Follow up and resolve all human resource administration queries and issues emanating from campus staff.
- Maintain human resource records
- Monitor staff attendance registers.
- Coordinate the compilation of duty registers and payment for part-time lectures.
- Support the implementation of College staff wellness programme at Campus level.
- Recommend purchase requisitions to Campus Manager.
- Complete requisition form.
- Receive goods and services.
- Coordinate and submit invoices to central office for processing.
- Verify the correctness of goods and services supplied against the appropriate documentation.
- Follow-up on Campus purchase requisitions.
- Maintain files for all Campus staff.
- Filing of all relevant documentation according to National Archives Act and QMS requirements.
- Scan students' documents.
- Ensure data exceptions and corrections.
- Process the details of applications for programmes and credits.
- Coordinate the student registration process.
- Coordinate the examination process.