



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: 08 OCTOBER 2018

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 Auditor. SL8 (R299 709 per annum plus benefits). Central Office. Ref: ORB21/2018. Permanent

Requirements, experience and skills

- An appropriate Degree/Diploma (REQV 13) in Internal Auditing or equivalent qualification. Three years experience in an Internal Audit environment.
- Understanding of risk management and internal auditing best practice and standards.
- Proven report writing skills.
- Proven skills and knowledge related to audit planning, execution and reporting.
- Knowledge of the Continuing Education and Training Act, the Public Finance Management Act and Treasury Regulations.
- Knowledge of internal auditing standards.
- Knowledge of risk management, corporate governance and internal control.
- Computer literacy.
- Ability to communicate effectively, both orally and in writing.
- A valid drivers licence.

Duties and responsibilities

- Assist with the preparation of the audit plan.
- Prepare audit working papers and audit file.
- Conduct audits in compliance with the Internal Auditing standards. Document audit findings and issue non-compliance reports.
- Assist in compiling audit reports and discuss it with the auditee.
- Perform follow-up audits to determine whether all agreed rectification plans have been implemented.
- Support Management in ensuring that the College is ready for annual Auditor General's audits.
- Conduct ad-hoc audits and special assignments as requested by College Management.
- Conduct Hazard Identification and risk assessment at all College sites.
- Advise Management and Staff on risk and internal control matters.
- Provide training and support on policy and procedures, QMS and SHE compliance.
- Prepare risk assessment plans.

Post: Head of Administration. SL8 (R299 709 per annum plus benefits). Mankwe Campus. Ref: ORB22/2018. Permanent

Requirements, experience and skills

- An appropriate National Diploma in Business Management or Administration. Three years experience in a General or Office Administration environment, 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:

- Supervise and ensure that the Campus asset register is updated
- Supervise the compilation of the Campus assets and consumables needs lists and register.
- Supervise the annual stock-take.
- Supervise the administration of the campus fleet.
- Supervise pre-enrolment preparation of student information and documentation.
- Supervise the administration process of student placement, biographical and enrolment information.
- Supervise the administration of all national and internal examinations and assessments processes and procedures.
- Supervise all administration of academic related student system administration for programmes, courses and qualification.

Supervise the administration of application for and issuing of external and internal certificates. ● Supervise the administration of student portfolios of evidence. ● Supervise Campus incoming post/mail. ● Supervise the opening, distribution, filing and safeguarding of general office e-files, e-mails, faxes and hard copy files and records. ● Oversee the administration and storage of student POEs, assessments and other records. ● Oversee student data capturing. ● Manage the pre- and post-enrolment enquiries of academic records (assessments, examinations results, attendance, etc.). ● Oversee the implementation and maintenance of the Integrated MIS/BMS. ● Administer the monthly cash flows. ● Supervise and ensure the reconciliation of petty cash. ● Submit requisitions for goods and services. ● Manage the consolidation and submission of all human resource information. ● Administer renting / hiring of Campus facilities / equipment. ● Conduct meetings with internal staff, plan and assign work within the unit. ● Conduct performance appraisals with subordinates.

Post: Student Support Officer – Academic. SL8 (R299 709 per annum plus benefits). Mankwe Campus. Ref: ORB23/2018. Permanent

Requirements, experience and skills

- Recognised and relevant three-year diploma/degree in psychology, social sciences or related qualification.
- Up to three years relevant experience in an academic environment, preferably within the TVET sector.
- A valid Code EB drivers' licence. Sound knowledge of the TVET sector and its student support framework.
- Computer literacy with proficiency in MS Excel and MS Word.
- Conversant with TVET legislation.
- Administrative skills.
- Good communication (verbal and written), presentation and facilitation skills.
- Driving Service Excellence: Effectively meeting customer needs; building productive customer relationships; taking responsibility for customer satisfaction.
- Managing Work: Effectively managing one's time and resources to ensure that work is completed efficiently.
- Quality Orientation: Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- Initiating Action: Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.
- Coaching: Providing timely guidance and feedback to help others strengthen specific knowledge / skill areas needed to accomplish a task or solve a problem.

Duties and responsibilities:

- Educate students regarding their academic obligations. Administer subject specific intake assessments and refer them to the relevant head of department.
- Provide learning strategy advice and identify academic support needs and communicate such needs to the heads of department and the Academic Support Coordinator.
- Monitor student performance against the academic support interventions and report to the Academic Support Coordinator.
- Facilitate and administer Peer Academic Leadership Programme and offer suggestions on improvement plans that would respond to students' academic challenges.
- Analysis of records of intervention programmes and validates their efficiency.
- Report on the status of students that have received intervention support.
- Participate in institutional, campus and unit student retention initiatives, as required.
- Establish an effective tracking system regarding students that have left the campus.
- Report on the status of students that have left the campus.
- Establish relations with surrounding businesses and arrange for the placement of students in experiential training opportunities, where possible.
- Assess student

performance and functional focus during experiential training. ● Report on the status of students that have received experiential training. Administer career guidance assessments, explain results and offer suggestions. ● Provide guidance on CV writing and interview skills. ● Gather information on career options and potential employers and make it accessible to students. ● Facilitate soft skill training programmes for students and workshops regarding the integration of life, learning and work. ● Support students who intends to articulate to HEIs. ● Create and maintain a database of students who articulated into HEIs. ● Support and prepare students for self-employment opportunities. ● Create and maintain a database of all students who participated in entrepreneurial programmes. ● Assist the campus with open days with specific reference to career development for current and prospective students. ● Assist in providing special academic assistance, special devices and physical access for students with special needs. ● Manage and facilitate the development and support of the students with special education and training needs. ● Create and maintain a database of special needs students. ● Report on the academic progress of special needs students.

Post: Senior Lecturer Transport & Logistics. PL2 (R328 953 per annum plus benefits). Mankwe Campus. Ref: ORB24/2018. Permanent

Requirements, experience and skills

- A recognised 3 year Degree/Diploma in Transport & Logistics which must include a Teachers qualification.
- At least 5 years lecturing experience, preferably in a TVET College.
- Accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations.
- Knowledge of academic assessment and moderation procedures.
- Knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning.
- Good project and events management skills. Good negotiation, networking, reporting, conflict resolution and problem solving skills.
- Ability to manage performance and provide critical feedback in an objective manner.
- Good track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues.
- SACE registration.
- Computer literacy.
- A valid drivers' licence.

Duties and responsibilities:

- Assist with and supervise 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 the interpretation and implementation of syllabi, curriculum and learning outcomes.
- Implement and monitor all policies that impact on learning delivery including assessments, 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 Lecturers, 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 performance and attendance. Implement strategies to enhance the academic performance of the department.
- Manage and facilitate Students Work Based Experience as well as Lecturers Work place Integrated Learning. Ensure the smooth running of the department and submit regular reports to the HoD.
- Chair meetings of Lecturers and Students within the department.

Post: Senior Lecturer Report 191 Engineering Studies. PL2 (R328 953 per annum plus benefits). Rustenburg Campus. Ref: ORB25/2018. Permanent

Requirements, experience and skills

- A recognised 3 year Degree/Diploma in Mechanical Engineering which must include a Teachers qualification.
- At least 5 years lecturing experience, preferably in a TVET College.
- Accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations.
- Knowledge of academic assessment and moderation procedures.
- Knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning.
- Good project and events management skills. Good negotiation, networking, reporting, conflict resolution and problem solving skills.
- Ability to manage performance and provide critical feedback in an objective manner.
- Good track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues.
- SACE registration.
- Computer literacy.
- A valid drivers' licence.

Duties and responsibilities:

- Assist with and supervise 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.
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- 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 performance and attendance. Implement strategies to enhance the academic performance of the department.
- Manage and facilitate Students Work Based Experience as well as Lecturers Work place Integrated Learning. Ensure the smooth running of the department and submit regular reports to the HoD.
- Chair meetings of Lecturers and Students within the department.

Post: Project Manager Centre of Capital Infrastructure & Efficiency Grant. SL9 (R356 289 per annum plus benefits). Central Office. Ref: ORB26/2018. 3 years Fixed Term Contract

Requirements, experience and skills

- An appropriate Bachelor's degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in construction.
- At least 3 years experience in managing construction projects.
- A postgraduate qualification will be an added advantage.
- A driver's licence is a prerequisite.
- The position requires an individual with a conceptual understanding of the rules and standards governing project administration and management and to ensure that the requirements for each project are spelt out by the job packaging/statutory requirements.
- Further requirements are risk management experience in project management.
- Good communication; written and spoken skills.
- Proficiency in analyzing and solving problems related to projects.
- Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan.
- Strong ability to give attention to details as well as tested organizational skills.
- Strong knowledge and expertise in using modern information and communication technologies to projects.
- Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc).
- Knowledge of procurement processes.

Duties and responsibilities:

- The incumbent will be responsible to supervise different tasks in completing construction or repairs and maintenance projects.
- Responsible for the flow of information from the College level project supervisor (the organizational point where the service/projects is requested) to the team regarding the project in the Department of Higher Education.
- Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are met.
- Meet the project owner, ensure that appropriate specifications are set, or meet a higher standard.
- Update information on the project management tools.
- Make arrangement for the project completion based on specifications of the project owner.
- Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstances, and in a responsive circumstance using leadership and management expertise.
- Plan, commence, execute, supervise, and roundup assigned projects.