



ORBIT TVET COLLEGE

ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING 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: 16 NOVEMBER 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: Facilitator – Centre Of Specialisation - Electrician Trade

Brits Campus - Ref: ORB30/2018

Three years (03) Contract

SL9 (R356 289 per annum).

Requirements, experience and skills

- A diploma or equivalent qualification at REQV 13 level. Qualified as an Electrician with trade test passed.
- 3 – 5 years or appropriate artisan experience as an Electrician in industry specifically in the following areas: Tools, equipment, machinery and materials, Electricity and electronics, Wire ways and wiring, Rotating electrical machinery, Electrical supply systems and components, Low voltage protection, Fault finding and repair, Worksite set-up, Electrical installation and control systems, Pre-commission inspection, Maintenance processes. Education, Training and Development Practice (ETDP) or related qualification will be an added advantage.
- Qualification as a registered Assessor and/or Moderator for the Electrician trade will be an added advantage.
- 2 years or more training/workshop mentoring experience will be an added advantage. The preferred candidate will have knowledge of the Electrician industry, the legislative and regulatory environment, as well as knowledge of and experience in implementing Occupational Health and Safety regulations and requirements.
- Good verbal and written communication skills, including presentation or lecturing and report writing skills.
- He/she will have planning and organizing skills, including lesson planning skills, analytical skills, conceptual ability and the ability to assess apprentices.
- Computer literacy in Microsoft Suite.
- A valid driver's license.
- Preferred candidate must have the ability to take on a leadership and mentorship role, will be focused on customer service, be disciplined and professional and will have excellent interpersonal skills.
- He/she will be responsible for his/her own continuous professional development.

Duties and responsibilities:

- Provide theoretical and practical training applicable to the Electrician trade, and according to predetermined curriculum and lesson frameworks.
- Assess and/or moderate theoretical and practical competencies of apprentices in the programmes against pre-determined requirements.
- Ensure that training equipment, workshops and related resources are available and in working order.
- Conduct regular inventory control.
- Perform administrative and management functions.
- Prepare and submit 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 health, safety 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 the scheduling of apprentice for theory and industry placement/practical components of the programme.

Post: Administration Assistant: Centre Of Specialization

Central Office - Ref: ORB35/2018

Three years (03) Contract

SL5 (R163 563 per annum).

Requirements, experience and skills

• An appropriate National Diploma or equivalent qualification specializing in relevant field. • At least one year experience in clerical/administrative in a relevant field preferably in Project Management. • Computer literacy. • Valid driver's licence. • Knowledge of SAQA Act, Occupational Health and Safety Act, PFMA, Skills Development Act, Skills Development Levies Act, Public Service Act and FECT Act. • Good report writing, project and time management, presentation, good written and verbal communication and interpersonal, strong administrative, analytical and Problem solving and Customer/Client care skills. • Proactive and have the ability to work independently as well in a team.

Duties and Responsibilities:

• Administration of Centre of Specialisation programmes. Create and regularly update the database for the prospective learners. • Coordinate recruitment and appointment of suitable learners in line with project requirements. • Administrate and coordinate learner services. Make requisition for learning materials including Personal Protective Equipment (PPE) for the learners. • Allocate resources and learning materials students/learners. • Administer Post-Programme services. • Prepare logistical requirements for graduation of learners. • Prepare invitations for internal and external stakeholders for the graduation. • Compile COS related reports and take minutes during meetings with internal and external stakeholders. • Provide statistical report relating to the Centre of specialisation. • Provide administrative support to the department in line with the College policies.