



## RE- ADVERTISEMENT

### ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING POSITIONS:

Post: Manager (Centre for entrepreneurship)

Salary: Level 12 (R671 196 – 790 632 pa, total cost to the employer)

Ref no: 2015/01

Duration: Five year contract

Location: Rustenburg

#### REQUIREMENTS

- An appropriate recognised degree/diploma, in a management-related field
  - Minimum of 10 years' work experience in a business environment, of which at least 3 years in a senior management position
  - Knowledge and experience in entrepreneurship
  - Experience in establishing or developing small businesses
  - Expertise in business management
  - Experience in working with SMEs
  - Experience in budget management
  - A valid driver's licence (code 08)
- Experience in Educator sector will serve as an added advantage

#### DUTIES AND RESPONSIBILITIES

- Establish the Centre of Entrepreneurship
- Oversee the establishment of the entrepreneurship incubator/s
- Manage and implement the business planning process
- Manage the Cfe including staff recruitment and performance in implementing the entrepreneurship programme
- Manage the finances of the Centre of Excellence for Entrepreneurship
- Manage stakeholder relations and oversee the functioning of the advisory committee on entrepreneurial development
- Monitor and promote the success of the Centre of Excellence for Entrepreneurship
- Monitor progress with the activities in the business plan and report to the necessary structures
- Conduct research/analyses relating to improving the sustainability of the Centre of Entrepreneurship
- Recommend strategies to promote entrepreneurship through the current college curriculum
- Oversee the development and delivery of skills programmes/short courses to emerging entrepreneurs
- Initiate community based entrepreneurship programmes to capacitate local SMEs.
- Market the Centre for Entrepreneurship

#### COMPETENCIES

- Computer literacy: MS Word, Outlook, Excel and PowerPoint
- Effective organisational, financial and project management skills
- Excellent written and verbal English communication skills, including report writing, document development and communicating with funders, business executives, community leaders and other stakeholders on an executive level
- High level skills in networking, negotiation and stakeholder engagement
- excellent interpersonal skills, time management, problem solving and organisational skills
- Well-developed leadership skills an innovative thinking ability

Post: Facilitator: Entrepreneurship  
Salary: Level 9 (R288 135 – 348 063 pa plus 37% in lieu of benefits)  
Ref no: 2015/02  
Duration: Five year contract  
Location: Rustenburg

#### **Requirements:**

- A bachelor's degree of Level 6 qualification in a field related to business management or entrepreneurship.
- Minimum of 3 years' experience in implementing unit standards-based skills programmes.
- High level expertise in facilitating learning, preferably in entrepreneurship of business management programmes. Registered assessor for unit standards-based programmes (preferably in new venture creation)
- Experience and expertise in ETQA accreditation processes

#### **Added advantages**

- Some experience in the initial focus area of the Electrical Work/Engineering
- 3 years' experience in entrepreneurship/SMME development
- Knowledge of business incubation
- Experience of working in the TVET College sector
- Experience and expertise in implementing Learnerships

#### **Duties and responsibilities:**

- Design and develop the curriculum and learning programme for the entrepreneurship programme
- Develop the learning materials for the theoretical and practical component of the entrepreneurship programme
- Obtain SETA accreditation for learning material
- Plan and drive the learner recruitment and selection
- Manage, facilitate, assess the entrepreneurship programme, manage the assessment processes and record keeping
- Provide feedback and support to the Centre Manager

#### **Competencies:**

- High level of proficiency in MS Office, especially in Word, Power Point, Excel and e-mail
- High level interpersonal skills with strong service orientation and ability to work under pressure
- Excellent writing, verbal communication and report writing
- Fluent in English. Fluency in the local language will serve as an added advantage
- Analysis, problem solving and applying innovation thinking  
Administrative and organisation skills

CLOSING DATE: 21 August 2015

NB: All applications must be forwarded to The Principal, attention: HR Manager, ORBIT TVET College, Private Bag X 82096, Rustenburg 0300 OR be hand delivered to: ORBIT TVET College (Central Office), Fatima Bhayat Street, Rustenburg.

Interested applicants must submit a Z83 form obtainable from the College website or any Government Department, and a comprehensive CV accompanied by certified copies (not older than 3 months) of qualifications with academic prescript, Driver's license and ID copy. Failure to submit all the requested documents will result in the application not being considered.

Please quote the relevant reference number. Correspondences will be limited to short-listed and a successful candidate only. Suitable candidates will be subjected to a personnel suitability check where applicable. Candidates will be subjected to a skills/knowledge test where applicable. If you do not receive response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. No faxed or e mailed applications will be considered.

#### **PLEASE NOTE:**

Persons in possession of a foreign qualification **MUST** submit an evaluation certificate from the South African Qualifications Authority (SAQA) and Council of Higher Education (CHE).

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. Applicants who applied previously need not apply. The College reserves the right not to make appointments.

ORBIT TVET College is an equal opportunity employer and people with disabilities are encouraged to apply.

Enquiries: Ms. Sandra Moodley: 014 592 7014/014 597 5543