

ORBIT TVET COLLEGE

ORBIT TVET College invites suitable candidates to apply for the Fixed Term post.

Applications must be forwarded to hand delivered to: The Human Resources Office, ORBIT TVET College, Fatima Bhayat Street, and Rustenburg or emailed to recruitment@orbitcollege.co.za

College is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representation: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representation will receive preference.

PLEASE NOTE:

Applications must be submitted on a **New Z83 form**, (obtainable from any Public Service Department) and **MUST** be accompanied by a recently updated comprehensive CV (inclusive of three referees and contact details), certified copies of qualifications with academic transcripts. Please indicate the reference number of the post you are applying for on a **New Z83 form**. Applications received after the closing date as well as those faxed will **NOT** be accepted.

CLOSING DATE: 30 September 2026 at 15:30

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.

Central Office

📍 Fatima Bhayat Street
Rustenburg 0299
☎ 014 597 5500

BRITS CAMPUS

📍 Reitz Street
Brits 0250
☎ 012 381 5700

MANKWE CAMPUS

📍 Stand 230 unit 2
Mogwase 0314
☎ 014 555 2900

RUSTENBURG CAMPUS

📍 C/O Bosch & Fatima Bhayat Street
Rustenburg 0314
☎ 014 597 5502

Post: Facilitator Hairdresser
(R281 319.00 Cost to Company)
Campus: Rustenburg Campus
Ref No: ORB18/2026
Three years (3) Fixed Term Contract

Requirements, experience and skills

- A recognized Three (3) years National Diploma in Hairdressing or equivalent related REQV 13 qualification
- Qualified Artisan in Three (3) Hairdressing Trades (Afro Ladies Hair, Caucasian Ladies Hair and Gents Hair)
- Three (3) years Industry experience
- A Teachers qualification will be an added advantage.
- In-depth knowledge of the subject
- Registration with NAMB
- Assessor and Moderator certificates will be an added advantage.
- Excellent communication skills 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.
- SACE registration
- Computer literacy
- Valid driver's licence

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
- Set and moderate assessments (Pre and Post assessment moderation)
- 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
- Mark and moderate Internal and External assessments/examinations
- Participate in student extra- curricular activities and promote the holistic development of students. Organise, prepare and conduct workplace or stimulated experiential learning for students. Complete the lecturer's POA and ensure all students have POEs. Assist with student registration and interviews. Liaise with workplaces and product houses, co-ordinate hair shows and competitions.

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PLEASE NOTE:

A completed new 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. Applications received after the closing date will not be considered.

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For more information regarding the advertised posts, visit the College website at www.orbitcollege.co.za or direct your enquiries to Ms M L Mahuma or Ms KB Molefe (014) 597 5500 / (014) 597 5594

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