



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 assist in achieving this goal will receive preference.

ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING PERMANENT 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 or forwarded to emails provided per post.

PLEASE NOTE:

A completed and signed **NEW 2021 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 indicate the relevant reference number of the post you are applying for on a **New Z83** form. 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 will **NOT** be accepted.

CLOSING DATE: 27 MAY 2022 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: Assistant Director: Supply Chain and Asset Management

Central Office – Ref no: ORB14/2021

SL09 (R 382 245.00 per annum plus benefits)

Permanent

Re-Advertisement

Email: ORB14@orbitcollege.co.za

Requirements, experience and skills

- A recognized three (3) years National Diploma (NQF 6) in Supply Chain Management/Logistics Management or equivalent related REQV13 qualification.
- Three (3) to Five (5) year's supervisory experience in Supply Chain Management (tender and logistics Management).
- Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act.
- Understanding of Asset Management.
- Knowledge of National Treasury's Supply Chain Management guidelines.
- A valid driver's license

Duties and responsibilities:

- Develop, review, implement and monitor SCM policies in line with relevant legislation.
- Ensure the implementation and monitoring of Supply Chain policy.
- Introduce a system for provisioning, procurement, stock control and reporting.
- Identify preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives.
- Conduct awareness on approved SCM policies.
- Oversee the procurement of good and services for the college.
- Ensure that all procurement is in compliance with the Supply Chain Management (SCM) policies and procedures of the college.
- Ensure that all official order is compiled and authorized within three days form the date of recipients of the quotations or comparative schedules.
- Align procurement plan, policies and strategies with the annual budget.
- Manage the revision on summary of quotations, specifications and all documents supplied by the suppliers in order to comply with prescribed requirements.
- Ensure that purchase orders are generated, approved and processed.
- Ensure that the receipt of goods and services are submitted to finance department for processing.
- Oversee the development, maintenance and utilization of the central supplier database.
- Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up.
- Oversee the administration of demand and acquisition.
- Manage the administration of tender briefing session.
- Manage preparation of a tender document upon receipt from tender bid specification committee.
- Manage preparation of logistics for the Evaluation and Adjudication Committees.
- Serve as an observer in the Evaluation and Adjudication Committee.
- Ensure that adjudication is monitored and aligned with the preferential procurement strategy.
- Establish the bid specification, bid evaluation, bid adjudication committee and oversee the proper functioning of the committee.
- Ensure the development and utilization of a supplier database and bid processes.
- Oversee the management of assets for the college.
- Monitor the implementation of the asset management plan of the college.
- Ensure the barcoding of all existing and new assets are recorded on the relevant asset register.
- Review the asset management register (hardcat), electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals.
- Provide guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the reallocation of redundant.
- Ensure and monitor the asset count, verifications and office inspections of all assets and asset storerooms.
- Coordinate the receipt, processing and distribution of new assets.
- Oversee identification of asset for disposal.
- Facilitate and recording of loss, damage or mismanagement of asset.
- Responsible for asset verification.
- Establish asset disposal committee.
- Coordinate the internal, external and unauthorized movements of assets.
- Validate loss control reports for quality and losses. Conduct loss analysis to identify trends, security shortcomings and investigate all losses.
- Ensure an up to date database of service providers.
- Oversee the development and utilization of a supplier database.
- Ensure that manual records are kept for all documentation submitted by suppliers.
- Ensure that all suppliers' information and documentation are confidential.
- Ensure continuous maintenance of database.
- Monitor the TVET college supplier's

database on the pastel system. • Management of staff development • Render management service to the staff. • Ensure completion of performance agreements by all employees in the unit. • Supervision of staff.

Post: IT Technician

Brits Campus - Ref: ORB18/2020

SL7 (R261 372.00 per annum plus benefits)

Permanent

Re-advertisement

Email: ORB22@orbitcollege.co.za

Requirements, experience and skills

- A recognized three (03) years National Diploma (NQF 6) in Information Technology (IT)/ Computer Science or equivalent related REV13 qualification.
- Must have A+ and ITIL v3 Foundation
- One (1) to Two (02) years' experience in an information technology environment
- Experience in the use of personal computer hardware and software with specific knowledge of spread sheet, word processing and database applications; Windows operating systems, and integrated financial systems; knowledge of microcomputer hardware repair.
- Proven computer literacy, including advanced MSWord, Excel and PowerPoint.
- Experience in network hardware and operating systems, their installation and maintenance.
- Ability to communicate technical information in a nontechnical manner and to work effectively with users with varying levels of expertise.
- Knowledge of fundamental programming theories.
- Ability to diagnose and correct system problems.
- Proven knowledge and competence regarding computer hardware and software, its installation; its technical operation; and the ability to solve computer-related problems.
- Proven experience in providing all levels of user and application support.
- A valid drivers' licence.

Duties and responsibilities

- Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions
- Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on the functionality of application software.
- Set up, install and test new units prior to handover and monitoring functionality in the live environment.
- Maintain data dictionaries/ directories and control the distribution and retention of data on various storage devices
- Receive and prioritise end user support calls and requests.
- Troubleshoot less complex problems with remote and local users on line, telephonically and/or by visiting user sites to analyse, diagnose and resolve application and operating system related problems.
- Provide guidance to new users with start-up/log-on procedures and/or sequences, tools and capabilities of associated packages.
- Create short cuts to facilitate easy access to commonly used applications and/or set up fields and formats for reporting purposes.
- Administer the WAN and LAN networks.
- Monitor and administer the usage of the internet.
- Update the IT asset register.
- Maintain records of licences permitting the use of specific software.
- Perform system backup
- Implement appropriate security measures to safeguard data and restrict access appropriately.
- Audit web sites and applications to ensure that standards are met; security measures are in place and determine and address the impact of new requirements and programming changes required.
- Design, develop and maintain web applications (e.g. data modelling, coding, integration, testing, debugging, maintenance, documentation code libraries and reporting).

Post: Lecturer Engineering Studies
Brits Campus Ref No: ORB20/2021
Salary PL1 (R214 908.00 per annum plus benefits)
Permanent
Re-Advertisement
Email: ORB20@orbitcollege.co.za

Requirements, experience and skills

- A recognized three (3) years National Diploma (NQF6) in Civil Engineering with specialisation in Bricklaying or equivalent related REQV13 qualification
- A Bricklayer Trade Test Certificate and Teachers qualification will be added advantages.
- In-depth knowledge of Civil and Building Construction subjects and content preferably in Bricklaying or Masonry, Materials, Plant & Equipment and Construction Planning
- 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.
- Computer literacy.
- SACE registration.
- A valid drivers' license.

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 student's 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

Post: Senior Lecturer Life Orientation
Mankwe Campus. Ref No.: ORB03/2022
PL2 (R 353 979 per annum plus benefits)
Permanent
Email: ORB25@orbitcollege.co.za

Requirements, experience and skills

- A recognised Degree/ National Diploma (NQF6) in Business Management or equivalent qualification
- A Teachers qualification.
- At least three (03) years lecturing experience, preferably in a TVET College.
- Accreditation as an Assessor and Moderator will be an added advantage.
- Ability to conduct practical training.
- Extensive knowledge of academic assessment and moderation procedures.
- Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning.
- 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.
- SACE registration certificate.
- Computer literacy (MS Word, MS Excel and PowerPoint).
- A valid driver's license.

Duties and responsibilities

- Assist with 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.
- Implement and monitor all policies that impact on learning delivery including 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 Lectures, 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 attendance.
- Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD.
- Chair meetings of Lectures and Students within the department.

Post: Lecturer – Business Studies - Fundamentals
Mankwe Campus - Ref no: ORB04/2021
Salary PL1 (R214 908.00 per annum plus benefits)
Permanent
Email: ORB04@orbitcollege.co.za

Requirements, experience and skills:

- A recognised Degree/National Diploma (NQF6) or equivalent REQV 13 qualification with major in English
- A Teachers qualification
- In-depth knowledge of the subject
- Excellent communication 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
- 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
- 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 student attendance
- Invigilate internal and external examinations
- Participate in student extra- curricular activities and promote the holistic development of students.

Post: Lecturer Business Studies Fundamentals
Mankwe Campus - Ref no: ORB05/2022
Salary PL1 (R214 908.00 per annum plus benefits)
Permanent
Email: ORB05@orbitcollege.co.za

Requirements, experience and skills

A recognized three (3) years Degree/National Diploma (NQF 6) in Management Assistant with Computer Practice as a major subject or equivalent related REQV 13 qualification • A Teachers qualification • CISCO Instructor certificate/qualification will be an advantage. • 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. • SACE registration • 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 • 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 student 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.

**Post: HoD Artisan Development and Partnerships –
Rustenburg Campus. Ref no: ORB06/2022
PL3 (R421 473.00 plus 37% in lieu of benefits)
Three (03) years fixed contract.
Email: ORB24@orbitcollege.co.za**

Requirements, experience and skills

- A recognised Degree/ National Diploma (NQF6) in Project Management or equivalent qualification.
- Teachers qualification.
- Minimum of five years' experience of which three years must include experience in managing lecturers/facilitators or skills programmes.
- Extensive knowledge of the TVET College landscape and programmes geared towards artisan development, learnerships and skills development management.
- Strong leadership, communication, project management, budgeting, entrepreneurial, problem solving, negotiation, resource mobilization, monitoring, evaluation, reporting, facilitation and presentation skills.
- A demonstrated ability to meet and deal effectively with all levels of contacts.
- Advanced computer skills in MS Word, Ms. Excel and PowerPoint.
- A valid driver's license.

Duties and responsibilities

- Identify and manage appropriate artisan development programmes including the appointment of contract project staff as required.
- Develop a responsive and flexible occupational programmes curriculum.
- Develop, implement and maintain programme quality systems and processes including assessment, moderation and performance records.
- Develop and manage programme budgets and report on programme performance.
- Identify and facilitate the development and/or acquisition of learner material, equipment and other resource requirements.
- Oversee the development of project plans, including milestones, resource requirements and timeframes.
- Manage the registration of students.
- Manage and oversee the performance and development of facilitators.
- Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and local government).
- Establish and maintain programme-related industry links to ensure programme relevance.
- Ensure facilitators/teaching staff interaction with industry applications, technologies and related job skill requirements.
- Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives.
- Compile the annual operational plan.
- Advise and support the College in fast tracking the development of artisans.

Post: IT Technician
Rustenburg Campus - Ref: ORB07/2022
SL7 (R261 372.00 per annum plus benefits)
Permanent
Email: ORB22@orbitcollege.co.za

Requirements, experience and skills

- A recognised Degree/ National Diploma (NQF6) in Information Technology (IT)/ Computer Science or equivalent related REV13 qualification.
- Must have A+ and ITIL v3 Foundation
- One (1) to Two (02) years' experience in an information technology environment
- Experience in the use of personal computer hardware and software with specific knowledge of spread sheet, word processing and database applications; Windows operating systems, and integrated financial systems; knowledge of microcomputer hardware repair.
- Proven computer literacy, including advanced MSWord, Excel and PowerPoint.
- Experience in network hardware and operating systems, their installation and maintenance.
- Ability to communicate technical information in a nontechnical manner and to work effectively with users with varying levels of expertise.
- Knowledge of fundamental programming theories.
- Ability to diagnose and correct system problems.
- Proven knowledge and competence regarding computer hardware and software, its installation; its technical operation; and the ability to solve computer-related problems.
- Proven experience in providing all levels of user and application support.
- A valid drivers' licence.

Duties and responsibilities

- Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions
- Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on the functionality of application software.
- Set up, install and test new units prior to handover and monitoring functionality in the live environment.
- Maintain data dictionaries/ directories and control the distribution and retention of data on various storage devices
- Receive and prioritise end user support calls and requests.
- Troubleshoot less complex problems with remote and local users on line, telephonically and/or by visiting user sites to analyse, diagnose and resolve application and operating system related problems.
- Provide guidance to new users with start-up/log-on procedures and/or sequences, tools and capabilities of associated packages.
- Create short cuts to facilitate easy access to commonly used applications and/or set up fields and formats for reporting purposes.
- Administer the WAN and LAN networks.
- Monitor and administer the usage of the internet.
- Update the IT asset register.
- Maintain records of licences permitting the use of specific software.
- Perform system backup
- Implement appropriate security measures to safeguard data and restrict access appropriately.
- Audit web sites and applications to ensure that standards are met; security measures are in place and determine and address the impact of new requirements and programming changes required.
- Design, develop and maintain web applications (e.g. data modelling, coding, integration, testing, debugging, maintenance, documentation code libraries and reporting).

**Post: Lecturer Engineering Studies -
Rustenburg Campus - Ref No: ORB16/2021
Salary PL1 (R214 908.00 per annum plus benefits)
Permanent
Re-Advertisement
Email: ORB16@orbitcollege.co.za**

Requirements, experience and skills

- A recognised Degree/ National Diploma (NQF6) in Mechanical Engineering in Boiler making or equivalent related REQV 13 qualification
- A trade test certificate Boilermaking
- A Teachers qualification will be an added advantage.
- In-depth knowledge of the subject
- 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.
- Computer literacy.
- SACE registration.
- A valid drivers' license.

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.

Post: FACILITATOR New Venture Creation
Mankwe Campus - Ref no: ORB08/2022
Salary PL1 (R214 908.00 per annum plus 37% in lieu of benefits)
Four (04) Months Fixed Term Contract
Email: ORBTEMP03@orbitcollege.co.za

Requirements, experience and skills

• A recognised Degree/ National Diploma (NQF6) in Business Management or equivalent related REQV 13 qualification • A Teachers qualification • 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. • 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 • 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 student 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.

**Post: Centre for Entrepreneurship Technical Manager
Mankwe / Rustenburg Campus. Ref No - ORB06/2021
SL9 (R 382 245.00 per annum plus 37% in lieu of benefits)
Three Year Fixed Term Contract
Re-advertisement
E-mail: ORB06@orbitcollege.co.za**

Requirements, experience and skills

- A recognised Degree/ National Diploma (NQF6) in Mechanical Engineering or equivalent related REQV13 qualification
- At least Three (03) to Five (5) years' supervisory 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, 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 be able to perform in a team environment.