higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

ORBIT TVET COLLEGE

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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 AND FIXED TERM 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:

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), copies of qualifications with academic transcripts, ID document and driver's license for ORB03/2023, ORB19/2022, ORB04/2023 and ORB06/2023 only. Applications for ORB01/2023 and ORB02/2023 must include a fully completed and signed new Z83 form (obtainable from any Public Service Department, and a detailed curriculum vitae only. Certified copies of identity document, senior certificate and highest required qualification as well as a driver's license will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Please indicate the reference number of the post you are applying for on a New Z83 form. Candidates who apply for more than one post should complete separate application documents for each post. Applications received after the closing date as well as those faxed will NOT be accepted.

CLOSING DATE: 10 February 2023 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: Business Development Manager.
Rustenburg Campus. Ref: ORB01/2023
SL9 (R393 711.00 plus 37% in lieu of benefits per annum)
Three years (03) Contract Fixed Term Contract
Email: orb01@orbitcollege.co.za

Requirements, experience and skills

● An appropriate three (03) years Degree/National Diploma or equivalent REQV13 qualification in Enterprise Development or Business Management or New Venture Creation or Business Administration. ● At least three (3) to five (5) years' work experience in Business incubation, Enterprise development, New venture creation, Project Management, Innovation and technology-driven industry and Stakeholder management. ● A valid driver's license. Must possess the following critical competencies: - Planning and Organising, Computer Literacy, Marketing and Communication, Interpersonal Relationship, Problem solving, Analytical thinking, Conflict resolution, Project management, Research / analysis, Facilitation, Risk Management, Report writing, Presentation skills, Strategic thinking, Leadership and Financial Management.

Duties and responsibilities:

● Work with SMMEs to screen and asses their businesses and/or ideas and recommend appropriate interventions for growth ● Work with SMMEs to identify and evaluate new market ● Identify and evaluate specific new profitable business opportunities ● Initiate and complete proposals and presentation for new business opportunities ● Encourage an environment of Innovative thinking and commercialisation of innovative ideas ● Encourage the SMMEs to incorporate innovative methods to their enterprises. ● Determine the thrust/ drive of the proposed or existing business idea / innovation ● Work with SMMEs to develop and implement strategic sales Plan ● Assist in achieving sales target of the SMMEs ● Plan, implement and manage the enterprise development projects, programs, products and services aimed at SMMEs ● Provide coaching and mentoring to SMMEs ● Coordinate training and capacity development for SMME's ● Facilitate training of SMME's ● Maintain an excellent stakeholder relationship with existing and potential stakeholders ● Promote relations with relevant stakeholders ● Liaise with different sector stakeholders and broader business community ● Provide management, stakeholders and SMME's with information ● Collect data and audit business key performance areas and indicators ● Compile reports

Post: Facilitator – Centre of Specialisation - Diesel Mechanic Trade.
Mankwe Campus. Ref: ORB02/2023
SL9 (R393 711.00 plus 37% in lieu of benefits per annum)
Three years (03) Contract Fixed Term Contract
Email: orb02@orbitcollege.co.za
Re-advertisement

Requirements, experience and skills

● An appropriate three (03) years Degree/National Diploma or equivalent REQV13 qualification in Diesel trade ● Qualified Diesel Mechanic, e.g. trade test passed. ● Education, Training & Development Practice (ETDP) or related qualification will be an added advantage. ● Registered Assessor and Moderator will be be an added advantage. ● Knowledge of the Diesel Mechanic Industry. ● Analytical skills. ● Legislative and regulatory environment, including Occupational Health & Safety regulations and requirements, and experience in implementation of these. ● Planning and organizing skills including lesson planning skills. ● Verbal and written communication skills, including presentation or lecturing skills and report writing skills. ● Ability to assess apprentices in accordance with set requirements. Interpersonal skills. ● Three (3) to five (5) years or appropriate artisan experience as a Diesel Mechanic E.g. Subject Matter Expert with specific experience in the following areas: Differentials; Steering box; Wheel alignment; Air brakes; Battery; Engine fitting; Cylinder head; Injectors; Engine problem solving; Gearbox. ● Two (2) years or more training/workshop experience will be an added advantage. Computer literacy (Microsoft Office Suite). ● Valid driver's licence. Quality control and assurance.

Duties and responsibilities:

● Provide theoretical and practical training applicable to the Diesel trade, and according to predetermined curriculums and lesson frameworks. ● Assess and/or moderate theoretical and practical competencies of apprentices in the programme against pre-determined requirements. ● Ensure that training equipment, workshops and related resources are available and in working order, and conduct regular inventory control. ● Perform administrative and management functions, including preparing and submitting 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 safety, health 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 scheduling of apprentices for theory and industry placement/practical components of programme.

Post: Senior Lecturer Business Management
Brits Campus. Ref No.: ORB03/2022
PL2 (R 364 599.00 per annum plus benefits)
Permanent
Email: ORB03@orbitcollege.co.za

Requirements, experience and skills

● An appropriate three (03) years Degree/National Diploma or equivalent REQV13 qualification 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: Senior Lecturer Electrical Engineering Studies
Rustenburg Campus - Ref no: ORB19/2022
PL2 (R 364 599.00 per annum plus benefits)
Permanent
Email: orb19@orbitcollege.co.za
Re-Advertisement

Requirements, experience and skills

● An appropriate three (03) years Degree/National Diploma or equivalent REQV13 qualification in Electrical Engineering● A Teachers qualification● A trade test certificate will be an added advantage● Assessor and Moderator Certificates will be an added advantage● At least three (03) years lecturing experience, preferably in a TVET College. ● 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. ● Coordinate the procurement of the program'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: Fundamentals
Mankwe Campus. Ref No.: ORB04/2023.
PL1 (R R221 355.00plus benefits)
Permanent
E-mail: ORB04@orbitcollege.co.za

Requirements, experience and skills

An appropriate three (03) years Degree/National Diploma or equivalent REQV13 qualification with major in Mathematics ● A Teachers qualification ● SACE registration certificate. ● 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. ● Computer literacy

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 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 ● Participate in student extra- curricular activities and promote the holistic development.

Post: Lecturer Engineering Studies
Rustenburg Campus - Ref No: ORB06/2023
Salary PL1 (R221 355.00 per annum plus benefits)
Permanent
Email: orb06@orbitcollege.co.za

Requirements, experience and skills

● An appropriate three (03) years Degree/National Diploma or equivalent REQV13 qualification in Mechanical Engineering in Boiler making or equivalent related REQV 13 qualification ● A trade test certificate Boiler making ● 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 will be an added advantage.

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.