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

ORBIT TVET COLLEGE

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 AND FIXED TERM POSTS

Applications must be forwarded to: The ASD HUMAN RESOURCES MANAGEMENT & DEVELOPMENT, 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. 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: 02 June 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: Assistant Director: Management Accounting Services
Central Office - Ref no: ORB18/2022
SL 9 (R423,240.00 plus benefits per annum)
Permanent
Email: orb18@orbitcollege.co.za

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma in cost and management accounting or equivalent REQV13 qualification. ●Three (3) to five (5) years supervisory experience in the accounting environment or the related field. ● Knowledge of PSET and CET Act. ● Knowledge and understanding of PFMA. ● Knowledge and understanding of Treasury Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. ● Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of management accounting systems. ● Administrative, planning and organizing, report writing communication and interpersonal skills, problem solving, analytical client oriented and team leadership skills, Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. ● Project management skills. ● Advanced computer literacy. ● A valid driver's licence.

Duties and responsibilities

Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. ● Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. ● Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. ● Check and verify the supporting information for various financial planning processes. ● Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. ● Coordinate the preparation and consultation for the MTEF budget process. ● Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). ● Develop templates for the collection of budget information from line functionaries. ● Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. ● Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. ● Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. ● Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. ● Supervise the recording of adjustments and provide feedback to the relevant components. ● Provide information for the preparation of the annual financial statements. ● Monitor that all shifts/virements are included in the adjusted budget. ● Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). ● Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. ● Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. ● Monitor that all shifts/virements are included in the Year end Monitoring Report. ● Provide advice and guidance to role players on the use of forecasting methods and tools. ● Compile information for the interim and annual performance reports. ● Manage the operational processes, resources and procedures associated with the management accounting functions. ● Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting). ● Allocate duties to personnel. Monitoring outcomes and instituting the necessary

corrective measures to address deviations from standards. ● Determine workflow requirements. ● Monitor performance of employees and determine training needs. ● Control leave and related personnel matters applying laid down human Resources procedures.

Post: Facilitator – Centre of Specialisation - Diesel Mechanic Trade.
Mankwe Campus. Ref: ORB02/2023
SL9 (R423,240.00 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 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 Registration Officer (SL 8) Permanent
Central Office - Ref no: ORB07/2023
SL 8 (R 356,028.00 per annum plus benefits)
Permanent
Email: orb07@orbitcollege.co.za

An appropriate three (03) years Degree / National Diploma in Business Administration, Public Management or equivalent REQV13 qualification. ● Two (2) to three (3) years relevant experience in College / University / School administration environment or the related field. ● Knowledge of PSET and CET Act. ● Knowledge of the student enrolment and registration process. ● Knowledge and understanding of TVETMIS and ITS systems ● Excellent Communication (oral and written) ● Team leadership skills ● People management skills ● Ability to work under pressure ● Analytical skills ● Administrative, planning and organizing, report writing, communication and interpersonal skills ● Advanced computer literacy. ● A valid driver's licence.

Duties and responsibilities

Ensure the overall supervision and coordination of student registration at all campuses. ● Ensure the overall supervision and coordination of career counselling and career exhibition services. ● Ensure the overall supervision and coordination of guidance and testing of students, with regard to choice of and placement within programmes at all campuses. ● Ensure the overall supervision and maintenance of database of students enrolled within programmes at all campuses. ● Ensure the overall supervision and administration of learning materials. ● Ensure the overall supervision and coordination of enrolment and registration records. ● Supervise of human, physical and financial resources:

Post: Senior Examination Officer (SL 8) Permanent
Central Office - Ref no: ORB08/2023
SL 9 (R 356,028.00 per annum plus benefits)
Permanent
Email: orb08@orbitcollege.co.za

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma in Education, Administration or equivalent REQV13 qualification. ● Three (3) to five (5) years relevant experience in the TVET teaching, learning, assessment and examination environment ● Proven experience in the interpretation and implementation of relevant TVET Examination and Assessment policies, guidelines and procedures ● Knowledge of White Paper on PSET Act ● Knowledge of the Public TVET sector and its regulatory and legislative framework ● Knowledge and understanding of the Higher Education sector ● Knowledge and understanding of TVETMIS and ITS systems ● Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development ● Knowledge of Skills Development Act, Public Service Regulations. and Public Service Act, Labour Relations Act ● Administrative skills ● Ability to function independently and without supervision ● Ability to work under pressure ● Planning and organizing skills ● Financial management skills ● Report writing skills ● Communication and interpersonal skills ● Problem solving skills ● Analytical skills ● Client oriented skills ● Project management skills ● Team leadership skills ● People management skills ● Proven Computer literacy skills (Microsoft Office) ● Valid Driver's License

Duties and responsibilities

Ensure the overall supervision, administration and coordination of effective and efficient internal and external examination services ● Coordinate meetings in relation to assessment and examination matters throughout campuses ● Coordinate subject committees and the setting of quality internal assessments ● Coordinate Site-Based Assessment (SBA) processes as per DHET policies and guidelines ● Administer and monitor the process of the timeous capturing of ICASS and ISAT marks ● Ensure compliance to DHET Management Plan pertaining to the administration of ICASS and ISAT marks ● Draft and administer the implementation of the college assessment schedule ● Support campuses to complete the training of Invigilators, Markers and Data Capturers ● Ensure overall supervision and establishment of the function of the college Irregularity Committee ● Ensure the overall supervision and management of the issuing of certificates ● Administer the collection and submission of POA files to the DHET and relevant quality assurance bodies ● Supervise human, physical and financial resources ● Participate in and inform the college's assessment, examination and moderation policy development.

Post: Senior Labour Relations Officer
Central Office - Ref no: ORB09/2023
SL 8 (R 356,028.00 per annum plus benefits)
Permanent
Email: orb09@orbitcollege.co.za

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma or equivalent REQV13 qualification in Labour Relations, Employment Relations / Human Resource Management. ● Three (3) to five (5) years experience in Labour Relations or Human Resource Management environment or related field. ● Thorough knowledge of TVET landscape, legislation, public service human resources policies and procedure, labour relations, collective agreements, conduct management, dispute resolutions and conflict management techniques. ● Good report writing, project and time management, presentation, interpersonal, strong administrative, analytical, problem solving, supervisory and customer / client care skills. ● Proactive and have the ability to work independently as well in a team. ● Computer literacy including Microsoft word, excel and powerpoint. ● Good presentation and facilitation skills. ● Knowledge of PERSAL and BMS systems. ● A valid driver's license

Duties and Responsibilities

● Ensure overall supervision and proper implementation of labour relations guidelines and processes. ● Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes. ● Ensure overall supervision and proper implementation of misconduct case processes. ● Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions. ● Represent the employer and monitor the implementation of litigation outcomes ● Ensure overall supervision of sound employment relationships. Supervise human, physical, financial and other resources. ● Advise management on the promotion of sound labour relations. ● Promote constructive employee relations. ● Conduct training on labour relations and employee code of conduct. ● Maintain records and submit reports on all labour relations matters. ● Capturing of labour relations matters on PERSAL and BMS systems.

Post: Wellness Practitioner
Central Office - Ref no: ORB10/2023
SL 7 (R 289,404.00 per annum plus benefits)
Permanent
Email: orb10@orbitcollege.co.za

Requirements, experience and skills

A recognized three (03) Degree / National Diploma in Psychology or Bachelor of Arts Social Work with Majors in Psychology. ● Two (2) three (3) years experience in Employee Health and Wellness environment or related field. ● Knowledge of integrated Employee Health and Wellness strategic framework. ● Understanding of Wellness Management including psychosocial, physical, financial and organisational wellness. ● Understanding of HIV/AIDS and TB Management. ● Understanding Health and Productivity, including PILLIR. ● Understanding Safety Health Environment Risk Quality Management including processes of COIDA. ● In-depth knowledge in conducting counselling. ● Understanding of special programmes such as Gender and Disability. ● Knowledge and understanding of research methods. ● Knowledge of PERSAL will be an added advantage. ● Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc.). ● Knowledge and understanding of bargaining process and dispute resolutions. ● Computer Literacy. ● A valid driver's license

Duties and Responsibilities

Provide effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework. ● Assist with the implementation of health and wellness policy for the College. ● Assist with conducting health and wellness surveys. ● Coordinate health and wellness programme based on the health wellness survey. ● Assist in the implementation of initiatives arising from the survey. ● Coordinate all logistical arrangements for workshops on health and wellness programmes to create awareness and support. ● Provide support in the implementation of employee wellness programme services. ● Promote psyco-social wellness of employees in the College. ● Provide counselling to employees. ● Promote physical wellness of employees in the College through sport. ● Provide interventions to mitigate absenteeism. ● Provide awareness and education on the health and wellness issues. ● Monitor programmes to manage lifestyle diseases and health risks. ● Interact with and monitor service providers. ● Provide effective and efficient administrative support in the mitigation of the impact on HIV/AIDS, TB and STI epidemic in the College. ● Mainstream HIV/AIDS, TB, etc. ● Ensure the reduction of the number of HIV infections through compressive HIV prevention. ● Ensure that people living with HIV, STIS and TB remain within the health care system and are adherent to treatment and maintain optimal health and wellness. ● Provide logistical support in commemoration of HIV/AIDS, STI and TB events in accordance with the nation strategic plan. ● Coordinate body mass index/ obesity screening. ● Coordinate cardio vascular disease screening. ● Coordinate voluntary HIV counselling and testing. ● Coordinate diabetes and glucose screening. ● Coordinate STD health and other health related challenges affecting employees. ● Provide effective and efficient administrative support. ● Ensure client's files are updated and kept confidential. ● Handling of routine enquiries from employees, including external stakeholders. ● Provide secretarial services during meetings.

Post: IT Technician
Mankwe Campus - Ref no: ORB11/2023
SL 7 (R 289,404.00 per annum plus benefits)
Permanent
Email: orb11@orbitcollege.co.za

Requirements, experience and skills

An appropriate three (03) years Degree/National Diploma or equivalent REQV13 qualification in Information Technology (IT) / Computer Science. ● A+ and N+ will be added advantage ● 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 Business Studies (PL 1) Permanent
Brits Campus - Ref no: ORB12/2023
PL 1 (R 244 884.00 per annum plus benefits)
Permanent
Email: orb12@orbitcollege.co.za

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma or equivalent REQV13 qualification with majors 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 X3
Rustenburg Campus - Ref no: ORB13/2023
PL 1 (R 244 884.00 per annum plus benefits)
Permanent
Email: orb13@orbitcollege.co.za

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma or equivalent REQV13 qualification in qualification in Mechanical Engineering - Boiler making ● A trade test certificate in Boiler making will be an added advantage● 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 ● 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 Haircare (PL 1) Permanent
Rustenburg Campus - Ref no: ORB14/2023
PL 1 (R 244 884.00 per annum plus benefits)
Permanent
Email: orb14@orbitcollege.co.za

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma or equivalent REQV13 qualification in Haircare ● 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 Jewellery (PL 1)
Rustenburg Campus - Ref no: ORB15/2022
PL 1 (R 244 884.00 per annum plus benefits)
Permanent
Re-advertisement
Email: orb15@orbitcollege.co.za

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma or equivalent REQV13 qualification in Jewellery ● 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 ● 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 Business Studies
Mankwe Campus - Ref no: ORB22/2022
PL 1 (R 244 884.00 per annum plus benefits)
Permanent
Re-advertisement
Email: orb22@orbitcollege.co.za

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma or equivalent REQV13 qualification in Tourism ● 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 Degree 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: Lecturer Business Studies
Mankwe Campus - Ref no: ORB15/2023
PL 1 (R 244 884.00 per annum plus benefits)
Permanent
Email: orb19@orbitcollege.co.za

Requirements, experience and skills

An appropriate three (03) years Degree / National Diploma or equivalent REQV13 qualification in Hospitality ● 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 Degree 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: Lecturer Engineering Studies
Mankwe Campus - Ref no: ORB16/2023
PL1 (R 244 884.00 per annum plus benefits)
Permanent
Email: orb16@orbitcollege.co.za

Requirements, experience and skills

An appropriate three (03) years Degree/National Diploma or equivalent REQV13 qualification in Mechanical Engineering ● A Teachers qualification ● A Trade test certificate will be an added advantage. ● Ability to teach drawing. ● 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: General Worker – Cleaner SL2
Permanent
Central Office - Ref no: ORB17/2023
(R115,236.00 per annum plus benefits)
Permanent
Email: orb17@orbitcollege.co.za

Requirements, experience and skills

Grade 10 / NQF Level 1 to 2 (Abet level 2 Certificate or Equivalent) ● Effective communication skills in home language and Basic English ● Good listening skills ● Ability to complete operational activities timeously as required. ● Ability to perform physical activities related to cleaning. ● Operating equipment ● Good communication (verbal and written)

Duties and responsibilities

General cleaning of offices, classrooms, simulation rooms and workshops, student hostels, kitchens and ablution facilities, halls, administration blocks, windows and doors. ● Mopping floors, emptying rubbish bins, cleaning appliances and office equipment. ● Vacuum, dust and sweep offices, passages / corridors, Board rooms, reception areas, stairs and classrooms. Preparations of venues

and refreshments for meetings ● Prepare refreshments for visitors. ● Keep and maintain cleaning material. ● Assist in conducting stock taking. ● Comply with the Occupational Health and Safety requirements ● Keep utility and storage room in clean and orderly condition ● Report the breakages and hazards to the supervisor ● Replace toilet paper, soap and towels. ● Perform any other duties as delegated by the supervisor from time to time.

Post: General Worker – SL2 Groundsman
Permanent
Mankwe Campus - Ref no: ORB18/2023
(R115,236.00 per annum plus benefits)
Permanent
Email: orb17@orbitcollege.co.za

Requirements, experience and skills

Grade 10 / NQF Level 1 to 2 (Abet level 2 Certificate or Equivalent) ● Effective communication skills in home language and Basic English ● Good Listening skills ● Ability to complete operational activities timeously as required. ● Ability to perform physical activities related to grounds, facilities and operating equipment. ● Good communication (verbal and written) ● A valid driver's license will be an added advantage.

Duties and responsibilities

● Ensure the cleanliness and tidiness of the Campus grounds. ● Assist with general facilities repairs and maintenance when required. ● Move furniture and equipment when required. ● Clean and maintain equipment after use. ● Report defects or malfunctioning equipment. ● Cleaning and driving of College vehicles as per route plan