



## 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 promote representivity 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 send to emails as per reference numbers provided on the College website

#### PLEASE NOTE:

A completed and signed 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. 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: 30 April 2021 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. All shortlisted candidates will be expected to participate in an assessment of his/her experience in the above areas.**

**Post: IT Technician**  
**Brits Campus - Ref: ORB18/2020.**  
**SL7 (R257 508 per annum plus benefits)**  
**Permanent**  
**Re-advertisement**  
**Email: ORB18@orbitcollege.co.za**

### **Requirements, experience and skills**

- A recognized three (03) years National Diploma/Degree in Information Technology (IT)/ Computer Science or equivalent 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 R191 Business Studies**  
**Mankwe Campus - Ref No: ORB26/2020**  
**Salary PL1 (R211 731 per annum plus benefits)**  
**Permanent**  
**Re-advertisement**  
**Email: ORB26@orbitcollege.co.za**

## **Requirements, experience and skills:**

- A recognised Degree/National Diploma in Hospitality or equivalent qualification with Hospitality Management as a major subject.
- 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 certificate
- Computer literacy.
- 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
- 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 Engineering Studies**

**Rustenburg Campus - Ref No: ORB33/2020.**

**Salary PL1 (R211 731.00 per annum plus benefits)**

**Permanent**

**Re-advertisement**

**Email: ORB33@orbitcollege.co.za**

## **Requirements, experience and skills**

- A recognized Degree/ National Diploma in Electrical Engineering
- Trade Test Certificate and Teachers qualification will be added advantages.
- 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 of students.

**Post: Lecturer – Fundamentals**  
**Rustenburg Campus - Ref no: ORB01/2021**  
**Salary PL1 (R211 731.00 per annum plus benefits)**  
**Permanent**  
**Email: ORB01@orbitcollege.co.za**

**Requirements, experience and skills:**

- A recognised Degree 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 drivers 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 – Office Administration**  
**Rustenburg Campus - Ref no: ORB02/2020**  
**Salary PL1 (R211 731.00 per annum plus benefits)**  
**Permanent**  
**Email: ORB02@orbitcollege.co.za**

**Requirements, experience and skills**

- A recognised Degree or equivalent REQV 13 qualification with Business Administration and Information Administration as major subjects
- 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 drivers 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 R191 Business Studies**

**Rustenburg Campus - Ref no: ORB03/2020**

**Salary PL1 (R211 731.00 per annum plus benefits)**

**Permanent**

**Email: ORB03@orbitcollege.co.za**

Requirements, experience and skills

- A recognised Degree or equivalent REQV 13 qualification in Financial Management or Accounting
- A Teachers qualification. • Assessor and Moderator Certificates will be an added advantage
- In-depth knowledge of the subject
- Ability to teach financial accounting, cost and management accounting and income tax. 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.
- A valid drivers' licence 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
- 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: ORB04/2021**

**Salary PL1 (R211 731.00 per annum plus benefits)**

**Permanent**

**Email: ORB04@orbitcollege.co.za**

**Requirements, experience and skills:**

- A recognised Degree 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 drivers 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 – Office Administration**

**Mankwe Campus - Ref no: ORB05/2021**

**Salary PL1 (R211 731.00 per annum plus benefits)**

**Permanent**

**Email: ORB04@orbitcollege.co.za**

**Requirements, experience and skills:**

- A recognised Degree or equivalent REQV13 qualification with Business Administration and Information Administration as major subjects.
- 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 drivers 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