



ORBIT TVET COLLEGE

The College is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the 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 emailed to TEMP- ORB05@orbitcollege.co.za.

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: 28 May 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: Temporary Lecturer Engineering Studies – Mankwe Campus

Salary PL1 (R211 731.00 plus 37% in lieu of benefits)

Ref No: TEMP - ORB05/2021.

Fixed term (Four (04) months)

Email: TEMPORB05@orbitcollege.co.za

Requirements, experience and skills

- A recognised Degree/ National Diploma in Mechanical Engineering or equivalent qualification
- A trade test certificate in Fitting & Turning
- A Teachers qualification will be an added advantage.
- In-depth knowledge of Mechanical subjects
- 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.