



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: 07 January 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: Partnerships and Linkages

Central Office - Ref No: ORB11/2021.

SL10 (R 477 090. 00 per annum plus benefits)

Permanent

Email: ORB11@orbitcollege.co.za

Requirements, experience and skills

• A recognized three (3) years Degree/National Diploma (NQF 6) Project Management or Marketing or equivalent related REQV13 qualification. • At least Three (3) to Five (5) years supervisory experience in Project Management and or Business development environment • Building partnerships. • Innovation • Marketing and Entrepreneur insight • Financial Management • Mobilising resources • Interpretation of statutes • Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks • Business planning • Visibility analysis • Knowledge and understanding of administration reporting process and procedures • A valid driver's license.

Duties and responsibilities

• Build a database of local business and other linkages • Participate in business forums and identify project opportunities • Develop project proposals and plans for joint initiatives • Facilitate handover with the College managers • Form partnership with industry and relevant stakeholders • Identify opportunities for College income generation • Establish work environment simulation potential • Provide market needs business case rationale for all opportunities • Identify appropriate partner or service provider • Coordinate the submission of tenders and funding proposals • Provide information and reports on programmes, funding and partnership to DHET and other stakeholders • Develop and update schedule of local government projects and opportunities • Identify College synergies potential contribution to provincial departments • Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. • Develop proposals for partnering on specific practical opportunities aligned with College core business • Conduct visibility studies for all new and proposed projects • Develop the project and budget • Partner with relevant research organisations • Negotiate and sign service level agreements and or contracts with clients • Provide training and support to LPU and campus staff members on SETA and contractual compliance matters • Coordinate accreditation and application for new programme approvals • Handover the project to the relevant campus or occupational manager.

Post: Assistant Director: Examinations and Assessments

Central Office - Ref No: ORB12/2021.

SL10 (R 477 090. 00 per annum plus benefits)

Permanent

Email: ORB12@orbitcollege.co.za

Requirements, experience and skills

• A recognized three (3) years National Diploma (NQF 6) in Education/ Administration or equivalent related REQV13 qualification) • Three (3) to Five (5) years supervisory experience in the Teaching and Learning environment/ related field • Administrative skills • Planning and organizing Financial management • Report writing • Communication and interpersonal • Problem solving • Computer literacy • Analytical Client oriented • Team leadership • Knowledge of the Public TVET sector and its regulatory and legislative framework. • Knowledge and understanding of the Higher Education sector. • Knowledge of Education Act Administrative. • Planning and organizing. • Financial

management. • Report writing. • Communication and interpersonal skills. • Problem solving. • Computer literacy. • Analytical. • Client oriented. • Project management. • Team leadership. • A valid driver's licence

Duties and responsibilities

- Manage the administration of exam venues (i.e. seating plan, direction to exam venue, instruction to student and other related duties as per exam manual).
- Manage concessions for students with disabilities prior examination sitting.
- Monitoring of examination processes and procedures.
- Manage the administer College exam centres for trimester or semester or year examination cycle.
- Manage compliance of examination policy and regulations by invigilator and student.
- Manage the safekeeping and distribution of question papers.
- Develop the internal Assessment (ICASS/ISAT) Monitoring and Verification tool. Develop College Examination Policy and Terms of References (TOR) for Examination related committee.
- Manage all the submission of examination data to DHET.
- Coordinate meetings for before and after exams to discuss irregularity experience and develop strategies.
- Manage the development of internal marking plan and administer internal marking centres.
- Manage and develop Invigilator agreements, contracts and signing thereof.
- Manage and coordinate the appointment of Chief Invigilators and Examination Officers.
- Ensure that training for Invigilators, Markers and Data Capturers on exam processes and procedures are conducted.
- Manage the establishment of both the Examination and Irregularity Committee for both Colleges and Campuses.
- Manage the issuing of certificate application form and quality assurance on submitted data.
- Manage the processing and submitting of all Diploma applications, keep record and handle enquiries.
- Manage the tracking of outstanding certificate applications (Statement of results, Diploma, NCV Certificates).
- Manage the communication of exam time tables to the students.
- Manage the distribution of examination results, year mark etc. to the Campus Managers.
- Manage the clashing of exams dates.
- Manage the distribution of certificates to the students.
- Render management service to the staff.
- Manage the development and performance of the staff.
- Manage the performance agreement of the staff.

Post: Assistant Director: Curriculum Development and Implementation (Occupational Programmes)

Central Office - Ref No: ORB13/2021.

SL10 (R 477 090. 00 per annum plus benefits)

Permanent

Email: ORB13@orbitcollege.co.za

A recognised Three (3) year Degree or equivalent REQV13 qualification. • Additional training and courses in project management. • Three (3) to Five (5) years supervisory experience. • Certified assessor/moderator. • Artisan Certificate would be an advantage. • Industry experience will also count in the candidate's favour. • Extensive knowledge of academic assessment and moderation procedures. • Technical skills associated with the environment relating to artisan development. • Knowledge of artisan development programme protocols and procedures (QCTO & SETA-related). • Proven computer literacy, including MSWord, Excel and PowerPoint. • A valid Code EB driver's licence.

Duties and responsibilities

- Identify and manage appropriate artisan development / Occupational programmes including the appointment of contract project staff as required.
- Identify programme gaps, conduct feasibility assessments and introduce new responsive programmes.
- Develop a responsive, flexible curriculum based on local

needs.

- Facilitate new programme decisions and manage the planning process.
- 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 learner material, equipment and other resource requirements.
- Oversee the development of project plans, including milestones, resource requirements and timeframes.
- Compile the project budgets and manage all related expenditure.
- Track progress against targets and budgets.
- Review policy and monitor compliance.
- Manage the registration of students and the signing of contracts.
- Establish and maintain records, registers and document management systems for students and facilitators. Manage and oversee the performance and development of facilitators.
- Identify facilitator skills and performance gaps and facilitate interventions.
- Ensure the implementation of best practice teaching practices across the programmes (e.g. lesson plans).
- Report to the Academic Board. Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates.
- Ensure compliance with partnership processes and guidelines.
- Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and all spheres of government departments).
- Participate in SETA-related curriculum initiatives. 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.
- Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits).
- Address concerns and issues raised by project team members and stakeholders.
- Identify work environment simulation needs for each programme and prepare a plan of specific requirements including resourcing options.
- Identify simulation options at the College (in collaboration with the Business Development Manager).
- Implement systems to monitor the quality of workplace student experience.
- Formulate job profiles for all posts within the Unit. Conduct meetings with internal staff and plan and assign work within the Unit.
- Manage the Unit's budget and cash flow.
- Compile the annual operational plan.
- Conduct performance appraisals with Unit staff and arrange and monitor individual development.

Post: Assistant Director: Supply Chain and Asset Management

Central Office – Ref no: ORB14/2021

SL09 (R 382 245.00 per annum plus benefits)

Permanent

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 BBE 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: Senior Lecturer Engineering and Related Design

Rustenburg Campus - Ref no: ORB15/2021

PL2 (R 353 979.00 per annum plus benefits)

Permanent

Email: ORB15@orbitcollege.co.za

Requirements, experience and skills

- A recognised three (3) years National Diploma (NQF 6) in Mechanical Engineering or equivalent related REQV13 qualification
- A Teachers qualification
- At least 3 years lecturing experience, preferably in a TVET College.
- An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations.
- 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

Manage the theoretical and practical on-site teaching and training.

- Prepare departmental training schedule, time table and work load of staff.
- Co-ordinate and manage the availability of learning material, equipment and facilities.
- Manage the processes of planning for, control, monitoring and reporting of all examinations, assessments and marking (on and off site).
- Manage and co-ordinate with the administration section regular stock taking of consumable materials and assets of the department.
- 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.
- Provide guidance on syllabi, curriculum, unit standards, theoretical and practical and learning outcomes.
- Manage and monitor the compilation and maintenance of personal files, academic progress files and any other related administrative documents in accordance with DHET and College policies.
- Monitor and control the work of Senior Lecturers and Lecturers.
- Create an environment that is conducive to teaching and learning.
- Mentor and coach staff, especially inexperienced staff.
- Manage and monitor staff and students' attendance.
- Manage and facilitate students work based experience as well as lecturer work place integrated learning.
- Ensure the smooth running of the department and submit regular reports to the academic Programmes Coordinator, Campus Manager as well as the Vocational Programmes Manager.
- Chair the department's meetings.
- Ensure that students receive the necessary academic and social support services.

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

Requirements, experience and skills

- A recognized three (3) years National Diploma (NQF 6) 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 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.

Post: Lecturer R191 Business Studies
Rustenburg Campus - Ref no: ORB17/2021
Salary PL1 (R214 908.00 per annum plus benefits)
Permanent
Email: ORB17@orbitcollege.co.za

Requirements, experience and skills

- A recognized three (3) years National Diploma (NQF 6) in Financial Management or Accounting or equivalent related REQV 13 qualification
- 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 • 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

Rustenburg Campus - Ref no: ORB18/2021

Salary PL1 (R214 908.00 per annum plus benefits)

Permanent

Email: ORB18@orbitcollege.co.za

Requirements, experience and skills

A recognized three (3) years National Diploma (NQF 6) in Management Assistant with Computer Practice as a major subject or equivalent related REQV 13 qualification • A Teachers qualification and 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. • 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 • 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: ORB19/2021

Salary PL1 (R214 908.00 per annum plus benefits)

Permanent

Email: ORB19@orbitcollege.co.za

Requirements, experience and skills

A recognized three (3) years National Diploma (NQF 6) in Tourism with Galileo (Fares and ticketing as a major subject or equivalent related REQV 13 qualification • A Teachers qualification and a valid drivers' licence 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. • 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 • 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

Brits Campus Ref No: ORB20/2021

Salary PL1 (R214 908.00 per annum plus benefits)

Permanent

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 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 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: 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: 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 three (03) year Diploma (NQF 6) 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.