



## VACANCY

<b>REFERENCE NR</b>	:	<b>Consultant ETDP- IFASS</b>
<b>JOB TITLE</b>	:	<b>Consultant ETDP X1</b>
<b>JOB LEVEL</b>	:	<b>D1</b>
<b>SALARY</b>	:	<b>R 372 151.87 – R 620 253.12</b>
<b>REPORTS TO</b>	:	<b>Lead Consultant: ETDP</b>
<b>DIVISION</b>	:	<b>NCS: IFASS</b>
<b>DEPT</b>	:	<b>Application Training</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal/External)</b>

### Purpose of the job

To coordinate and deliver a total application training service according to the training development cycle and best practices.

### Key Responsibility Area

Develop and implement training plans. Design, develop and maintain learning material. Implement learning programmes using a variety of methodologies. Resource management. Evaluate learning programmes. Customer relationship management and risk management.

### Qualifications and Experience

**Minimum:** BA/ B degree/ Nat Diploma in HR/ HRD/ Education/ IT or any related field. Experience: 5-6 years' experience in the ICT Training environment including: Experience in creating, maintaining and quality reviewing documentation such as standard operating procedures and training material. Experience in an ICT training environment within the corporate/public sector, including:

- o Conducting training analysis;
- o Creating and maintaining standard operating procedures, training manuals, online references, or similar documentation;
- o Proofreading and making appropriate revisions to training materials and other documentation
- o Quality assure training materials and other documentation;
- o Demonstrated project management competency and the execution of multiple projects, including managing resources across multiple projects.

### Technical Competencies Description

**Knowledge of:** IT/IS application training environment and training cycle. Resource management requirements and general procedures for office management. Best procurement practices and rules governing the procurement of goods or services. An understanding of the client's business culture, processes, policies and procedures, Various training methodologies and technologies, Current training legislation, Quality management of training deliverables System testing. **Skills:** Project management, Effective communication (verbal and written), Presentation skills, Management: planning, organizing & control, Organizing and monitoring of results, Contract monitoring, negotiation skills, Client orientation and customer service, Analytical thinking, problem solving & decision making, Conflict management, Attention to detail, Supervisory ability, Assessment and Moderation.

### Other Special Requirements

None.

### How to apply

Kindly send your CV to: [lindi.recruitment@sita.co.za](mailto:lindi.recruitment@sita.co.za)

**Closing Date: 28 February 2018**



### Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to people from the designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered, please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidate who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- Applications from Recruitment Agencies will not be considered.