



## VACANCY

<b>REFERENCE NR</b>	:	<b>C.ETDP_11_2018</b>
<b>JOB TITLE</b>	:	<b>Consultant ETDP X1</b>
<b>JOB LEVEL</b>	:	<b>D1</b>
<b>SALARY</b>	:	<b>R 372 152 – R 620 253</b>
<b>REPORTS TO</b>	:	<b>Lead Consultant ETDP</b>
<b>DIVISION</b>	:	<b>National Consulting Services</b>
<b>DEPT</b>	:	<b>NCS: IFASS: Application Training</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal/external)</b>

### Purpose of the job

Coordinate and manage delivery of a total application training service to the client according to the SITA training and development standards and best practices.

### Key Responsibility Area

Coordinate and Manage the delivery of the total training service to clients;  
Develop and implement training plans. Monitor and manage development of training material;  
Implement learning programmes using a variety of methodologies;  
Resource management. Evaluate learning programmes; and  
Customer relationship management and risk management, functional and technical system support.

### Qualifications and Experience

**Minimum:** BA degree/ N Diploma in HR/ HRD/ Education/ IT or any related field.

**Experience:** 5-6 years' experience in the ICT Training and/or Functional Application Support environment. Knowledge of the DOD environment and systems (PERSOL) will be an added advantage.

Demonstrated project management competency and the execution of multiple projects, including:

- Interacting with clients across various levels
- Determine user requirements;
- Coordinating and managing training activities of team members
- Creating and maintaining standard operating procedures and/or similar documentation;
- Quality assure training documentation, client reports and service delivery;
- Management of resources and all related administration activities; and
- 3 years supervisory experience

### Technical Competencies Description

**Knowledge of:** IT/IS application training environment. Resource management. An understanding of the client's business culture, processes, policies and procedures, Various training methodologies and technologies. Current training legislation. Quality management of service delivery. 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.

#### **Other Special Requirements**

During the interviews, the candidates will be requested to give a presentation on the PERSOL system.

#### **How to apply**

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

**Closing Date: 23 November 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.