



VACANCY

REFERENCE NR : **ETDP X2_11_2018**
JOB TITLE : **Practitioner: ETDP X2**
JOB LEVEL : **C2**
SALARY : **R 201 231 – R 335 385**
REPORT TO : **Specialist: ETDP**
DIVISION : **NCS: IFASS Application Training**
DEPT : **SD OPS: IMPL Training ETDP**
LOCATION : **SITA Erasmuskloof**
POSITION STATUS : **Permanent (Internal/External)**

Purpose of the job

To present training courses and maintain training material; provide post training support.

Key Responsibility Areas

Maintain learning material;
Facilitate learning by using a variety of methodologies;
Pre training administration; and
Post training admin.

Qualifications and Experience

Minimum: 1 to 2 years National Higher Certificate in ETDP, HRD, HR, IT or related field.

Experience: 3 years experience in an ICT and/or other training environment. Experience in conducting training, maintaining training material; and in system testing in a training environment.

Technical Competencies Description

Knowledge of: the IT/IS application training environment and training cycle; Knowledge of general procedures for office management; An understanding of the client's business; Knowledge of the various training methodologies; and Knowledge of SAQA/NQF training requirements.

Skills: Effective communication (written and verbal); Presentation / facilitation skills; Effective time management; report writing; Client orientation and customer service; Problem solving; Conflict management; Attention to detail; Assessment; Computer literacy; and Interpersonal skills.

Other Special Requirements

The incumbent will be required to engage with various stakeholders/role players and to travel nationally/internationally, as and when required.

How to apply

Kindly send your CV to 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 members of 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 candidates 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.
- CV`s from Recruitment Agencies will not be considered.