



VACANCY

REFERENCE NR	:	VAC04767-68
JOB TITLE	:	Practitioner: ETDP X2
JOB LEVEL	:	C2
SALARY	:	R 201,231 - R 335,385
REPORT	:	Specialist: ETDP
DIVISION	:	Prov: WC HSO
Department	:	HSO-WC
LOCATION	:	SITA Western Cape
POSITION STATUS	:	Fixed Term Contract -24 Months (Internal & External)

Purpose of the job

To present training courses and maintain training material.

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 year National Higher Certificate in ETDP, HRD, HR, IT or related field.

Experience: 3 years experience in an ICT and Training environment.

Experience in conducting ICT training, maintaining training material; and in system testing in a training environment.

Technical Competencies Description

Knowledge of: 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; Knowledge of SAQA/NQF training requirements.

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

Other Special Requirements

N/A

How to apply

Kindly send your CV to Wcrecruitment@sita.co.za

Closing Date: 18 February 2020

Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- 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 accepted.