



**VACANCY  
RE-ADVERTISEMENT**

<b>REFERENCE NR</b>	:	<b>ETDP_X1_Apr-2018</b>
<b>JOB TITLE</b>	:	<b>Specialist: ETDP X1</b>
<b>JOB LEVEL</b>	:	<b>C5</b>
<b>SALARY</b>	:	<b>R 311 519 – R 519 199</b>
<b>REPORTS TO</b>	:	<b>Consultant: ETDP</b>
<b>DIVISION</b>	:	<b>National Consulting Services</b>
<b>DEPT</b>	:	<b>Implementation and Functional Application Support Services: Application Training</b>
<b>LOCATION</b>	:	<b>JHB SASSA offices</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal/External)</b>

**Purpose of the job**

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

**Key Responsibility Areas**

Design, develop and maintain learning material;  
Facilitate learning by using a variety of methodologies;  
Training administration;  
Mentoring and Coaching;  
System testing; and  
Supervisory role/Project management (where applicable).

**Qualifications and Experience**

**Minimum requirements:** 3 year B Degree / National Diploma plus ETD related qualification.

**Experience:** 3 - 5 years' experience in an ICT and Training environment; 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:

- Conducting training analysis;
- Designing, developing and maintaining training material;
- Present courses;
- Quality review training materials and other documentation; and
- Demonstrated project management competency.

**Technical Competencies Description**

**Knowledge of:** IT/IS application training environment and training cycle. General procedures for office management. An understanding of the client's business culture, processes, policies and procedures. Various training methodologies and technologies. Current training legislation; and training quality standards.

**Skills:** Project management; Effective communication (written and verbal); Presentation / facilitation skills; Planning, organizing & time management; Monitoring and reporting; Client orientation and customer service; Analytical thinking, problem solving & decision making; Conflict management; Attention to detail; Assessment; System testing; and coaching.

**Other Special Requirements**

N/A.

**How to apply**

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

**Closing Date: 26 April 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 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.
- Applications from Recruitment Agencies will not be considered.