



VACANCY

REFERENCE NR	:	VAC04767 & 4768
JOB TITLE	:	Specialist: ETDP X2
JOB LEVEL	:	C5
SALARY	:	R 311 519 – R 519 199
REPORTS TO	:	Consultant: ETDP
DEPT	:	Western Cape-HSO
LOCATION	:	Western Cape-Navy SA
POSITION STATUS	:	Fixed Term contract- 12 months (Internal/External)

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: 4 - 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;
- SAQA Certification of courses at appropriate NQF level when required;
- Present/Facilitate courses (classroom and individual);
- Conduct assessment and moderation;
- Quality review training materials and other documentation; and
- Demonstrated project management competency.
- Experience in system testing in application training environment

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

Clear understanding of and experience with Department of Defense Training policies, standards, procedures and guidelines is essential.

How to apply

Kindly forward your CV to: wcrecruitment@sita.co.za

Closing Date: 17 September 2019

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.