



VACANCY

REFERENCE NR	:	VAC00564
JOB TITLE	:	Consultant: e-Learning (SITA Varsity)
JOB LEVEL	:	D2
SALARY	:	R 620 597 - R 930 895
REPORT TO	:	Senior Manager: Talent Management
DIVISION	:	Human Capital Management
DEPARTMENT	:	Human Capital Management: COE (Talent Management)
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To primarily set up, build, and customize the online learning platform. Load the training material on learning platforms, marketing software, and other essential digital integrations. The role requires collaboration with graphic designers, subject matter experts, platform developers to develop course content for online learning programs. The consultant combines expertise in training, performance goals, and organisational dynamics to create tailored solutions that enhance knowledge, skills and overall performance.

Key Responsibility Area

- Conduct thorough assessments to understand the specific learning needs and objectives of your clients by analyzing existing training materials, interviewing stakeholders, and identifying gaps or areas for improvement.
- Collaborate with clients to develop a strategic plan for their e-learning initiatives, by defining learning goals, selecting appropriate technologies and platforms, outlining instructional design principles, and establishing evaluation criteria.
- Assist in creating engaging and effective e-learning content curriculum, by designing multimedia presentations, developing interactive modules, writing instructional materials, and sourcing or creating relevant media assets.
- Provide training sessions and resources to help clients understand how to use e-learning tools effectively by offering ongoing support and troubleshooting assistance to address any technical or instructional issues that arise.
- Conduct thorough reviews of e-learning materials to ensure accuracy, consistency, and alignment with learning objectives by testing courses on various devices and platforms to ensure compatibility and usability.

Qualifications and Experience

Minimum: 3 Year National Diploma/Degree in Multimedia e-learning design or Adult Education or National Certificate Occupational Directed Education Training Development Practices (OD ETDP) at least NQF 6 or a verified /certified alternative equivalent NQF Level 6.

Certification: Qualification in ETD Practices

Experience: 6 -7 Years practical experience of which: 3 Years' experience in e-learning content development, adult learning and Learning Management Systems administration.

Technical Competencies Description

Company Strategy, Talent Management Strategy, Human Resources processes, policies and procedures, Stakeholder Management Principles, SAQA, NQF, QCTO training requirement and legislation/standards, training methodologies & technologies, Learning content development theories and best practices. Assessment methodologies & tools. Personal Attributes: Agility, Collaboration, Customer Centricity, Empathy, Innovation and Integrity.

Other Special Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: **www.eservices.gov.za** and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za OR call **080 1414 882**

CV`s sent to the above email addresses will not be considered

Closing Date: 19 June 2024

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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.