



## VACANCY - 1435

<b>REFERENCE NR</b>	:	<b>VAC00495/23</b>
<b>JOB TITLE</b>	:	<b>Learning and Development Officer</b>
<b>JOB LEVEL</b>	:	<b>C5</b>
<b>SALARY</b>	:	<b>R 455 638 – R 683 457</b>
<b>REPORT TO</b>	:	<b>Consultant: Learning &amp; Leadership Development</b>
<b>DIVISION</b>	:	<b>Human Capital Management</b>
<b>DEPT</b>	:	<b>Talent Management</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To coordinate, support and maintain a structured learning and development environment for SITA and to ensure compliance to relevant applicable legislation and policies.

### Key Responsibility Areas

- Coordinate the implementation of skills audit and needs analysis to identify employee skills
- Co-ordinate the implementation of Personal Development Plans (PDPs) and relevant training programmes.
- Coordinate training and development administration.
- Coordinate and oversee the management of internal and external bursaries
- Processing of all training requests and bursaries on the system
- Coordination of learnerships and internships
- Facilitate the recruitment and placement of interns and learners
- Monitoring and coordination of bursaries, learnerships and internships.

### Qualifications and Experience

**Required Qualification:** minimum 3-year National Diploma/Degree in HR (NQF level 6) with specialisation in Training (Learning) and Development.

**Experience:** 3 - 5 years' experience as Training and Development coordinator. 3 years extensive experience in Training and Development facilitation.

### Technical Competencies Description

Knowledge of relevant legislation Knowledge of SITA training and development policies processes and procedures Sound knowledge of training and development principles and practices. Skilled at developing and delivering training programs. Proficient in the use of Microsoft Office programs. The incumbent will be required to interact with various stakeholders, training institutions, accreditation institutions like SETA. Extensive business travel.

**Technical competencies:** Human Capital Management.

**Interpersonal/behavioural competencies:** Attention to Detail, Analytical thinking, Continuous Learning, Disciplined, Resilience, and Stress Management.

### Other Special RequirementsN/A.

## How to apply

To apply please log onto the e-Government Portal: [www.eservices.gov.za](http://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](http://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](mailto:egovsupport@sita.co.za) OR call 080 1414 882

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

**Closing Date: 01 March 2024**

## 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 applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.