



## VACANCY - 2635

### Re – Advertisement

|                 |   |                                         |
|-----------------|---|-----------------------------------------|
| REFERENCE NR    | : | VAC00777/26                             |
| JOB TITLE       | : | Specialist ETDP                         |
| JOB LEVEL       | : | C5                                      |
| SALARY          | : | R 478 420 - R 717 630                   |
| REPORT TO       | : | Consultant: ETDP                        |
| DIVISION        | : | Application Development and Maintenance |
| DEPARTMENT      | : | Application Training (FMS)              |
| LOCATION        | : | SITA Erasmuskloof                       |
| POSITION STATUS | : | Permanent (Internal & External)         |

### Purpose of the job

To deliver a total e-learning training service according to the training development cycle and best practices.

### Key Responsibility Area

- Design, develop and maintain learning material and e-learning solutions.
- Deploy and implement an e-learning solution.
- Facilitate training.
- Knowledge transfer.
- Adhere to national legislation, company policy & regulations and SLA.
- System testing.
- Identify service risks.
- Project involvement.

### Qualifications and Experience

**Required Qualification:** 3 Year National Diploma / Degree in Education, Training and Development Practices (ETDP) OR BA / BSc / BCom / BIT / BCompSc / BTech (NQF Level 6) plus an ETDP related Certificate.

**Experience :** 3 - 5 years' experience in a training environment, of which at least 2 years is in an application/IT-related training environment.

### Technical Competencies Description

**Knowledge of:** IT/IS application training environment and training cycle; Client's business culture, processes, policies and procedures; Various training methodologies and technologies; Current training legislation; Training quality standards; -learning authoring tools; Technical components of e-learning.

**Interpersonal/behavioral competencies:** Attention to detail, analytical thinking, continuous learning, disciplined and resilient.

## 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](mailto:egovsupport@sita.co.za) **OR call 080 1414 882**

**CVs sent to the above email addresses will not be considered**

**Closing Date: 18 November 2025**

## 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.
- 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.
- Appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, verification of the applicants' documents (Qualifications), and reference checking.
- Correspondence will be entered into with shortlisted candidates only.
- CVs from Recruitment Agencies will not be considered.