



VACANCY

REFERENCE NR	:	VAC00636/22 & 00637/22
JOB TITLE	:	Specialist: ETDP X2
JOB LEVEL	:	C5
SALARY	:	R 455 638 – R 683 457
REPORT TO	:	Consultant: ETDP
DIVISION	:	Provincial and Local Consulting
Department	:	Coastal Region
LOCATION	:	Western Cape: Simons Town Navy Base
POSITION STATUS	:	3 Years Fixed term contract (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 Areas

- Enablement training. (Classroom and hands-on).
- Design, develop and maintain learning material and e-learning solutions.
- Deploy and implement an e-learning solution.
- Knowledge transfer
- Adhere to national legislation, company policy & regulations and SLA
- System testing
- Project involvement.

Qualifications and Experience

Required Qualification: 3 year Diploma / Degree in Education / NQF level 6 plus ETDP related qualification.

Certificates: Assessor and Moderator.

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, including e-learning solutions 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. 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. Client's business culture, processes, policies and procedures. Various training methodologies and technologies. Current training legislation. Training quality standards. E-learning authoring tools. Technical components of e- learning.

Technical competencies: Implementation Management.

Interpersonal/behavioral competencies: Attention to Detail, Analytical thinking, Continuous Learning, Disciplined, and Resilience

Other Special Requirements

Preference will be given to persons residing in the Western Cape.

Knowledge of Department of Defence Logistic Systems will be an advantage.

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 eRecruitmentSupport@sita.co.za or Buzwe.Fani@sita.co.za

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

Closing Date: 16 August 2022

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.
- CV's sent to incorrect email address will not be considered