



VACANCY - 1859

REFERENCE NR	:	VAC00806
JOB TITLE	:	Specialist: ETDP
JOB LEVEL	:	C5
SALARY	:	R 478 420 – R 717 630
REPORT TO	:	Consultant: ETDP
DIVISION	:	ADM Exec Apps Development & Maintain
Department	:	Application Training
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

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

Key Responsibility Areas

- Design, develop and maintain training material, including e-learning.
- Present training by using a variety of methodologies.
- Knowledge transfer.
- Comply with SITA corporate and departmental policies and business processes.
- System testing.
- Identify and report 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; E-learning design and development; Client's business culture, processes, policies and procedures; Various training methodologies and technologies; Current training legislation; Training quality standards; Assessment methodologies and tools.

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

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@sitaco.co.za OR call 080 1414 882

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

Closing Date: 06 September 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.