



VACANCY

REFERENCE NR	:	VAC01347
JOB TITLE	:	Specialist ETDP
JOB LEVEL	:	C5
SALARY	:	R 455 638 - R 683 457
REPORT TO	:	Consultant: ETDP
DIVISION	:	Application Development and Maintenance
DEPARTMENT	:	ADM IFASS: Application Training
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To deliver a total application/IT training service according to the training development cycle and best practices.

Key Responsibility Area

- Design, develop and maintain learning material. Knowledge of e-learning design and development will be an advantage.
- Present classroom-based and online training, using a variety of methodologies.
- Adhere to national legislation, company policy and regulations, and Service Level Agreement requirements.
- System testing.
- Project involvement.

Qualifications and Experience

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

Experience : 3 - 5 years experience in a 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: Application training environment and training cycle. Department of Defence's business culture, processes, policies and procedures. Various training methodologies and technologies. Current training legislation. Training quality standards. Assessment methodologies and tools. E-learning authoring tools (advantage).

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

Other Special Requirements

The position requires extensive travelling.

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

CVs sent to the above email addresses will not be considered

Closing Date: 05 July 2023

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.
- CVs from Recruitment Agencies will not be considered.