



**Are you passionate about skills development? Are you a born trainer?**

My client is seeking a service orientated and results driven individual to join their Training and Development team. The successful person will design, develop and conduct training programs for various stakeholders within the organization and specific industry.

**Key performance areas include but are not limited to:**

- Design and implement capacity building programmes;
- Facilitate the marketing of training programmes;
- Responsible for the co-ordination of training programmes;
- Design and facilitate training interventions;
- Scope, plan, create and maintain development project plans and schedules for training initiatives;
- Performs tasks associated with the administration and reporting requirements of the function;

**The successful candidate will hold the following key competencies, skills and attributes:**

- Excellent writing, communication and inter-personal skills;
- Project and programme management skills
- Problem-solving; strategic negotiation and conflict management skills;
- Driver's license and computer literacy.
- Registered assessor and moderator
- Registered Skills Development Facilitator
- Good knowledge of SAQA, QTCO and SETA structures and the Skills Development Act (SDA)
- Development and Design of outcomes based training material
- Knowledge of a Learner Management System
- Experience and knowledge of E-learning
- Experience and knowledge of VIP – HR Premier
- Budgeting and proposal writing
- Registered assessor, moderator and skills development facilitator will be advantageous

If you have a minimum of 3-5 years Training experience and hold a HR qualification or similar with a clear credit and criminal record send your CV through to [vanessaa@quest.co.za](mailto:vanessaa@quest.co.za)