

# **Training Officer**



***Permanent Position***

**Remuneration: An all-inclusive package of: R 357 602 per annum**

The Board seeks to appoint a progressive, service-oriented and results-driven individual to effectively provide innovative, cost-effective and value-added training skills and experience to the SABFS.

## **PURPOSE OF THE POSITION**

The post is responsible for monitoring and facilitating knowledge acquisition and reporting on the effectiveness of programmes and interventions in accomplishing the long – term skills developmental goals / objectives of the SABFS.

## **SCOPE**

The Training Officer reports to the Manager and is responsible for;

- Organisational development,
- Project management,
- Financial management,
- Administration.

## **KEY PERFORMANCE AREAS**

- Design training interventions
- Facilitate training interventions
- Scope, plan, create and maintain development project plans and schedules for training initiatives
- Performs tasks associated with the administrative and reporting requirements of the function
- Develop and spearhead e-learning / online training initiatives whilst managing an LMS

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Has theoretical understanding of facilitation methodology, and understands and implements the principles of thereof to the appropriate target audience.
- Excellent verbal and written communication skills
- Good understanding of how best to write training material
- Ability to communicate and relate to all stakeholders (all levels of employees)
- Good understanding of the business to ensure that the products and services are best administered to specific customer
- Ability to track spending and budgets
- Works independently and utilise original and creative skills development initiatives

- Pro-actively addressing possible knowledge management problems that could impact on the business or the customer
- Pro-actively identifying new trends in the market
- Development of knowledge management policies and practices
- Guidance of Boards skills development direction
- Analysis of future and past strategies
- Systems Knowledge

### **QUALIFICATIONS & EXPERIENCE**

- Relevant educational and skills development as well as HR qualification or similar
- Minimum 5- 7 years' experience as a trainer/ facilitator.
- 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
- Budgeting and proposal writing Strong writing skills.

**NOTE:** Communication will be limited to shortlisted candidates. The preferred candidate(s) might be subjected to a competency assessment, security clearance and qualification verification.

### **APPLICATION PROCESS**

- ❖ A Curriculum Vitae and certified copies of qualifications should be submitted to [jobs@sheriffs.org.za](mailto:jobs@sheriffs.org.za)
- ❖ Closing date for all applications – **28 August 2020**
- ❖ Full job description from the website from <http://www.sheriffs.org.za/vacancies>

**NOTE:** *The South African Board for Sheriffs encourages applications from people with Disabilities.*