



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI Central Operations (Pretoria) The Area Manager Please forward your applications quoting the reference number to The Director, Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001. Hand deliver to 1st Floor, Praetor Forum Building, 267 Lilian Ngoyi, Pretoria. For Attenction: The Human Resource Management
- CLOSING DATE** : **29 SEPTEMBER 2017 TIME: 16H00**
- POST** : SENIOR TRAINING OFFICER REF NO: 290917/10
- SALARY** : R281 418 per annum, (Level 08)
- CENTRE** : NWRI: Central Operations (Pretoria Office)
- REQUIREMENTS** : National Diploma or B - Degree in Human Resource Development. One (1) to three (3) years experience in training. Knowledge and understanding on Human Resources Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA). Knowledge of education and training quality assurance processes and procedures. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Governmental financial systems. Sound knowledge of learning and teaching procedures and techniques. Framework for managing performance information. Good understanding of implementing policies of PMDS. Introductory experience of PERSAL will be an added advantage. Computer literacy in MS Office software packages. Valid code B/EB driver's licence. (Attach certified copy). Willingness to travel and work after hours when needed. Good interpersonal relations skills with ability to interact and communicate well (verbally and in writing) with people at various levels. Basic understanding of Employment Equity legislation. Sound report writing, problem-solving, organizing, planning and administrative skills. Good analytical, innovative and creative thinking abilities. Ability to work in a team and under pressure.
- DUTIES** : Participate in the development of training programmes, procedure manuals and guides on course materials. Conduct evaluation of training materials prepared by instructors to ensure applicability. Conduct training needs analysis to develop new training programmes. Monitor, assess, record and report on training activities and program effectiveness for improvement of existing programmes. Manage and coordinate induction and orientation programmes. Ensure proper implementation of internship and learnership programmes. Effectively and efficiently implement PMDS within the Directorate. Compile and implement the Workplace Skills Plan for the Directorate. Manage the training budget. Ensure effective functioning of the Skills Development Committee. Monitor compliance to Employment Equity gaps and promote effective implementation of Employment Equity Plan through training and development. Provide accurate data for the Human Resource Plan and compile monthly management reports. Render general administrative duties related thereto.
- ENQUIRIES** : Mr M. Nzama, Tel 012 - 741 7340.