



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: **25 FEBRUARY 2022 16:00**

Note: Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the department's website and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in one in PDF attachment/s, size not exceeding 10mb) Subject title on the email must indicate the reference number of the post. Applicants should forward applications to the correct email address of the post as incorrect emailed applications will not be considered. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. Candidates will be required to undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets. The successful candidate will be appointed on Contract in terms of section 76 of the National Water Act, Act 36 of 1998

POST: SENIOR TRAINING OFFICER REF NO: REF NO: 25022022/S08

CHIEF DIRECTORATE: PROJECT IMPLEMENTATION

SALARY: R 261 372 per annum (LEVEL 07) (STANDARD CONTRACT)

CENTRE: Paarl (Construction South)

REQUIREMENTS: Relevant Degree/National Diploma in HRD and or ETD related qualification (ODETP). Must have at least two (2) years' experience in training coordination/skills development field plus appropriate experience in general office administration. Computer literacy in MS Office software (Word, Excel and PowerPoint) is essential. Applicants must have the following skills: Data management, good communication (verbal & written) skills, organisational skills and good interpersonal skills. Must have knowledge of skills development related legislation, QCTO, SAQA, SETA & NQF standards and requirements. The ability to multitask and strong technical skills, in the civil construction/ building construction/Mechanical engineering will be an advantage. Must be in possession of valid driver licence.

DUTIES: Duties will include: assess training needs for new and existing employees. Identify internal and external training programs to address competency gaps. Organize, develop or source training programs in collaboration with IBTC to meet specific training needs. Liaise with subject matter experts regarding subject matter issues. Planning and organizing; communication skills; data gathering and analysis; problem analysis and problem solving; judgment; presentation skills; facilitation skills; adaptable; team player. Ensure the availability of training aids such as manuals and handbooks, tools and equipment. Inform employees about training options map out training plans for individual employees and for the Construction Unit and facilitate training through prescribed delivery methods. Monitor and evaluate mentoring and coaching interventions of learners in the workplace. Track and report on training outcomes report training statistics to IBTC provide feedback to program participants, management and IBTC. Evaluate and make recommendations on training material and methodology. Maintain employee training records and handle logistics for training activities including venues and equipment. Establish and maintain relationships with external training providers and coordinate off-site (workplace) training activities for learners. Participate in Construction unit training budget plan and expenditure. Manage and maintain in-house training facilities and equipment. Keep current on training design and methodology coordinate bursary scheme liaising with construction sites and managers, supervision and management. The incumbent report via a dotted line to IBTC with regard to training matters.

ENQUIRIES: Mr. NJ Meyer Tel No: 021-872 0591

APPLICATIONS: Paarl (Office): Department of Water and Sanitation, Private Bag X3042, Paarl, 7620 OR hand deliver at 4-6 Alkmaar Street Daljosaphat, Paarl,7646

FOR ATTENTION: Mr NJ Meyer