



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

EXTERNAL VACANCY CIRCULAR 05 OF 2022

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: **26 AUGUST 2022 16:00**

Note: The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied by a comprehensive CV, copies of qualifications, Identity document and driver's license. Such copies need not be certified. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position. The successful candidates will be appointed on Standard Contract in terms of section 76 of the National Water Act, Act 36 of 1998.

POST: SENIOR TRAINING OFFICER
CHIEF DIRECTORATE: PROJECT IMPLEMENTATION
SALARY : R 261 372 per annum (Level 7)
CENTRE: Paarl (Construction South & Satellites)

REF NO: 26082022/S13

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 and 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: 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