

JOB SPECIFICATION & RECRUITING PROFILE OF VACANCY

31 October 2018

The following vacancy exists at NSFAS.

Position	Learning and Development Practitioner	Type & Grade	Job Grade 9 (Permanent)
Vacancy No	52 of 2018/19		
Department & Unit	Human Resources, Organisational Design		

POSITION OVERVIEW

The successful incumbent will report to the Training and Transformation Manager and the primary responsibility will be to draft Training Modules and conduct training sessions both inside and outside NSFAS.

RESPONSIBILITIES

Content Development

- Consult with core business to determine training needs
- Research best practice content for all training modules
- Translate standard Operating Procedures (SOPs) into Training Manuals
- Liaise with Marketing and Communications to ensure that all branding on all content, manuals and materials is aligned to the NSFAS Corporate Identity
- Source learning and development materials

Training

- Conduct/facilitate Learning interventions inside and outside NSFAS
- Conduct all logistics (e.g., invitations, venues, materials, refreshments, flipcharts, music, etc.) for Learning interventions conducted
- Keep online and hard copy records of all training conducted
- Collate assessment feedback from all training session conducted
- Draft comprehensive training reports, including recommendations for improvement

Monitoring and Evaluation

- Research training assessment methodologies
- Coordinate and implement training surveys
- Conduct L&D assessment focus groups with randomly selected employees
- Draft assessment reports as required

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- National Diploma in Learning & Development or related field
- A minimum of five years' training experience of which at least three years working as a trainer, developing content and conducting training which includes conducting training needs analyses
- Experience in different training methodologies
- Should be able to operate at various levels in the organisation, i.e. Employee, Line Managers and Senior Management
- MS Office Skills (Excel, Word, PowerPoint)

Beneficial

- B degree in HR or related field
- Five years' experience as a trainer
- Working knowledge of the Public Finance Management Act (PFMA)

Core Competencies:

- Excellent communication skills
- Ability to plan, multi-task and manage time effectively
- Superior facilitation skills
- Excellent interpersonal skills
- Conflict management skills
- Ability to think out of the box
- Understanding of Standard Operating procedures
- Basic research skills

REMUNERATION & BENEFITS

Remuneration Package: **R 488 116 – R 574 960**

Total Cost to Company per annum inclusive of all benefits and company contributions.

Benefits and Conditions: **Compulsory Medical Aid, Pension Fund & Annual Bonus**

Included in the above remuneration is the company contribution to our compulsory pension fund (7.5%), medical aid contributions and an annual bonus.

Closing date: **14 November 2018**

PLEASE NOTE

Interested applicants who meet the requirements should send Detailed Curriculum Vitae, Copies of Academic Qualifications and names of two contactable referees to Ms. Nokulunga Mtse via email, with the subject Learning and Development Practitioner to jobs@nsfas.org.za.

NSFAS do not consider late applications

Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates

NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful

EMPLOYMENT EQUITY:

“NSFAS is committed to employment equity. Preference will be given to candidates who improve employment equity targets and ratios.”