

**Permanent Position****Division: Targeted Beneficiaries****Department: Social Development****Salary Range: R19 632.61 pm (basic salary excluding benefits)****Programme Co-ordinator**

**Appointment Requirements:** • Grade 12/NQF level 4 and Diploma (NQF level 6) plus Certificate as facilitator, Assessor and Moderator • One (1) - three (3) years' experience in skills development field • Proven work experience as a Training Coordinator, Trainer, training facilitator or similar role • Hands on experience coordinating multiple training events in community setting • Extensive knowledge of the National Skills Development strategy • Adequate knowledge of the learning Management systems and web delivery tools • Proven ability to complete full training cycle (assess need, plan, develop, coordinate, monitor and evaluate) • Familiarity with traditional and modern job training methods and techniques • Experience with e-learning platforms • Computer literacy communication (verbal and written) and presentation skills required • **Primary Function:** • Facilitate the implementation of Skills Development programme for targeted beneficiaries.

**Key Performance Areas:** • Implement skills development coordinator responsibilities include communicating with manager to identify training need and mapping out development plans for community based teams and individuals • **Leading Competencies:** • Team orientated and Accountability • **Core Competencies:** • Ability to effectively work with the public and leaders in the community.

**Contact Person:** Nokulunga Vezi , **Tel No:** (011) 407 3050, **E-Mail:** NokulungaV@joburg.org.za

**Workplace:** 158 Civic Boulevard, Metropolitan Centre, Braamfontein

This is an employment equity targeted position and preference will be given to EE targeted groups including people with disabilities.

**Closing date: 03 May 2019**

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointments will be made in accordance with the CoJ's EE Policy Application letters, together with a comprehensive CV must be forwarded to the contact details as mentioned above. If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.

