

# **NDLAMBE MUNICIPALITY**



## **VACANCY: SKILLS DEVELOPMENT FACILITATOR (R272 915 TO R354 277 p.a) TASK GRADE 11 OF A CATEGORY 3 LOCAL AUTHORITY SUBJECT TO JOB EVALUATION**

Applications are invited from persons who consider themselves suitably qualified for appointment to the abovementioned post.

### **REQUIREMENTS:**

- 3 years National Diploma/Degree: Public Management/HR / HRD. Minimum of 2 – 4 years' experience in Training and Development.
- Previous experience in Local Government will be an added advantage
- Must be computer literate
- Must have a valid driver's license.

### **KNOWLEDGE REQUIRED:**

- Knowledge in conducting needs analysis, development of training material, facilitation of training interventions and assessment of learners.
- Be able to identify the correct training interventions for staff to follow in their quest to improve their work and individual performance
- Understanding of the Sector Skills Plan with focus on scares and critical skills planning.
- Ability to work under pressure and set high standards

### **DUTIES: KEY PERFORMANCE AREAS**

- Development and implementation a Workplace Skills Plan
- Monitor the annual training budget, discretionary and mandatory grant.
- Identify key stakeholders to support the execution of the Learning and Development strategy.
- Represent the organisation, and maintain professional, effective and harmonious relationships to ensure the Ndlambe Municipality's interests is upheld at all times.
- To take responsibility for convening the training committee and ensuring that appropriate consultative processes around skills development are implemented.
- Liaise with the LGSETA around issues of skills development
- Ensure submission of the WSP to the LGSETA is timeous.
- Interface internally with departments in developing an individual capacity development plan to support service delivery requirements in terms of the Workplace Skills Plan (WSP)
- Develop effective working relationships with various statutory training bodies to support the Compliance with the skills development programmes and legislative requirements.
- Ensure maximum participation in learnerships and skills programmes provided by SETAS
- Develop policies, procedures and systems to support the implementation of the skills development strategy.
- Actively monitor and track learner progress within the various programmes.

- Implement a learning bond with employees who have been granted study assistance.
- Manage the external bursary allocation process including the distribution of funds to support timely registration.
- Monitor academic results in line with Ndlambe Municipality's agreement and recommend corrective action where required.
- Ensure that that the Employment Equity numerical goals are met and development thereof.
- Alignment of the EE Plan with the WSP.
- Apply innovative thinking in creating business solutions to enhance equality and equity in the workplace whilst maintaining operational effectiveness.
- Be a role player in achieving the objectives of the Human Resources Plan
- Obey any lawful instruction by Supervisor and/or a person with the authority.

Employment Equity Plan will be complied with. All applicants who do not receive any response within **21 days of the deadline** of the advertisement should know their applications were not successful.

**The closing date is Friday, 21 August 2020 at 12h00.** Application forms are downloaded on the Municipal website ([www.ndlambe.gov.za](http://www.ndlambe.gov.za))

Applications to be addressed to the undersigned at Ndlambe Municipality, P O Box 13, Port Alfred, 6170 or hand deliver at 01 Causeway Road, Civic Centre, and Port Alfred.

**NOTICE NUMBER: 112/2020**

**ADV. R. DUMEZWENI**

**5 August 2020**

**MUNICIPAL MANAGER**

---

***Daily Dispatch***

***Municipal website***

***Municipal Noticeboards***