

VACANCY

Job title:	Training Support Officer – WRHI – CDC
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To ensure allocated training activities and events are of the highest standard.
Location:	Ekurhuleni
Closing date:	15 October 2021
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.	

Key performance areas

- Co-ordinate and set up training.
- Communicate with participants prior to the relevant course with the appropriate information.
- Liaise with and brief stakeholder with regards to all logistical requirements.
- Liaise with facilitators where appropriate.
- Support and anchor training according to the Training SOP.
- Link with other teams within the Institute and external participants to provide training updates and ensure clear communication regarding training.
- Co-ordinate the generation and review of training materials including curricula, materials, evaluation and assessment tools.
- Compile evaluation and assessment data after each training event and analyse the data prior to meeting with the Training Management and relevant stakeholders
- Conduct observations of the facilitation of courses and give feedback to the relevant facilitator.
- Ensure all documentation pertaining to the training is compiled and archived
- Compile all data pertaining to a training event and submit to the relevant internal and external stakeholders.
- Clean data and compile summary reports for training events.
- Compiling monthly and/or relevant reports.
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in ongoing training and development activities such as workshops, forums, conferences etc.
- Work with the Capacity Development Team to support trainings for internal and DOH staff
- Provide clinical services to maintain expertise (DSD) and contribute to project priorities
- Mentor non-clinicians on HTS programme if required
- Guiding and facilitating learner engagement in online programmes designed to achieve specified goals.
- maximising learner participation and engagement in online programmes
- Provides feedback to team to ensure programme design and delivery meets learning and programme goals
- Maintains and develops personal professional expertise relevant to on-line learning.

Required minimum education and training

- Diploma in related field (Training or Project Management).
- A valid driver's license (and own transportation).
- Completion of an accredited facilitation course.

Desirable additional education, work experience and personal abilities

- Self-motivated, pro-active and able to work independently and as part of a multidisciplinary team.
- Ability to undertake background research.
- Proficient in Excel. Demonstrated understanding of project management principles and training and monitoring and evaluation.
- Report writing skills.
- Good communication and negotiation skills.
- Confident, assertive and creative.
- Flexible and open to change in accommodating others.

Required minimum work experience

- Minimum 2 years' experience in a training environment. Minimum of 1 years' experience in facilitating training courses.

Demands of the job

- Travelling may be required from time to time (own transport).
- Able to lift and carry training equipment and material.

Communications and relationships

- Maintain effective working relationships with all staff, facilitators (internal and external), DOH, TSHWANE and other PEPFAR partners, Wits Health Consortium and Universities.

Should you be interested in applying for this vacancy, please apply via the link on the career page. Please include the following documentation:

- ID/Passport, Qualification, CV and Vaccination card