



SPECIALIST: TRAINING AND DEVELOPMENT – C BAND

Annual Basic: R 484 683.12 – R 672 007.56 (Plus Benefits)

REFERENCE CODE: SPEC_TD

Based at ERWAT Head Office (Hartebeestfontein Office Park)

Purpose of the Job: Arrange, coordinate and manage development of skills according to organisational requirements, individual needs, legislation and ERWAT's Employment Equity objectives to ensure a competent and productive workforce.

Key Responsibilities: • Plan, schedule and oversee all training initiatives and programs. • Perform general administrative tasks. • Capture, track, monitor and report on all training related information. • Develop and submit annual Workplace Skills Plan and Training report in compliance with the relevant SETA. • Schedule and manage Training Committee meetings quarterly. • Track validity of all safety certificate and schedule all safety related training as and when required. • establish and maintain accurate and effective systems.

Key Knowledge and Skills: • Knowledge of Employment Equity Act • Knowledge of the Skills Development Act • Sector Education and Training Authority Knowledge • Budget Management Skills • Ability to Analyze and Interpret Data • Good Written and Verbal Communication.

Minimum Requirements:

- BA/BCom (NQF Level 7) Human Resource Management or equivalent
- 5 years operational experience in a training environment

Special Requirement: • Knowledge in the develop and implementation of Training Plans and Workplace Skills Plans. • Previous experience in submission of Workplace Skills Plans. • Drivers License
