



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 6 Johannesburg, 2 000 • Carlton Center Cnr Commissioner and Von Willigh Street (01) 223 7600, Fax (011) 331 1062

11 August 2008

REFERENCE: 08/CONTRACT/TRAINING/GP

POST: SENIOR TRAINING OFFICER – (12 MONTHS CONTRACT)
(Those who previously applied need not re-apply as previous applications will be considered)

CENTRE: REGIONAL OFFICE, GAUTENG

SALARY: R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate Bachelor's Degree or equivalent qualification plus two years Training/Skills Development Experience;
- Knowledge and understanding of all applicable legislation and compliance issues;
- A valid driver's license.

Skills and Competencies:

- Effective communication (verbal & written);
- Presentation skills;
- Ability to Develop Training Programmes & Material;
- Ability to relate to staff at all levels and external service providers.

DUTIES:

- Determine training needs / conduct skills audits within the region;
- Develop Workplace Skills Plan (WSP) for the region including the budget;
- Co-ordinate and implement all training (including ABET) in terms of approved WSP;
- Develop and present training programmes (Facilitate Workshops)
- Liaise with Service Providers to secure courses not offered internally;
- Prepare and submit Annual Training Report (ATR) for the region;
- Liaise with and advise line staff and management on all training matters.

ENQUIRIES: Ms K Moodley ☎ (011) 223 7600

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head: Private Bag X6, Johannesburg 2000

CLOSING DATE: 25 August 2008

NOTE: Applications must be submitted on Form Z83, obtainable from any Public

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. **The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE