



INTERNAL VACANCY ADVERTISEMENT

Trainer

The above vacancy exists within the Organisational Development Department and reports to the Organisational Development Specialist. The purpose is to identify training needs in cooperation with clients, to design and develop materials, to present technical and soft skill training and to measure the results. This position requires a self-starter with high energy levels who has a genuine interest in adding value through skills development. The ideal candidate must be in possession of a relevant Degree or Diploma and have at least 3 to 5 years experience in a corporate training environment.

Key Performance areas:

- Training.
- Measure training.
- Development of material.
- Innovation.

Minimum requirements:

- Experience in working with managers and employees to accurately identify needs.
- Ability to train technical and soft skills.
- Excellent presentation skills.
- Experience in facilitating interactive learning programmes and developing training material.
- Excellent interpersonal and organisational skills.
- Competent PC and keyboard skills, including working knowledge of word processing, spreadsheet and power-point packages.
- Business focus with the ability to understand business processes.
- Excellent written and verbal communication skills with the ability to communicate at all levels within the organisation.
- Valid driver's license.

Core Competencies:

- Customer service orientation.
- Influence and develop others.
- Self confidence.
- Time management.
- Planning ability.
- Goal setting ability.
- Conveying information.