



Internal and **External** applications are invited from suitably qualified persons to fill the following vacancy in Strategic Human Capital Portfolio at Rietvlei.

WATER TECHNICAL TRAINING OFFICER

OVERALL RESPONSIBILITY

To create and promote a learning environment in which employees, group and site development needs are met in accordance with the Workplace Skills Plan by ensuring optimum congruence between organizational and individual development needs in order for Rand Water to meet its strategic and operational objectives.

PRIMARY DUTIES

- Design skills audit process for Blue-Water Training
- Conduct training needs analysis according to Blue-Water training requirements
- Design and develop learning material
- Design and develop assessment guide
- Develop Blue-Drop training implementation plan
- Plan and implement Skills Development interventions
- Facilitate learning using a variety of given methodology
- Conduct outcomes-based assessment
- Guide learners about their learning, assessment and recognition opportunities
- Evaluate a learning intervention using given evaluation instruments (learning programmes)
- Evaluate and audit service providers
- Conduct RPL assessments
- Provide coaching and mentoring to learners
- Develop meaningful relationships to promote learner support
- Proactively identify learner needs and problems
- Analyse learner problems and decide on appropriate actions
- Implement training budget against labour costs per quarter
- Monitor training budget spent per month
- Compile quarterly report on training budget spent

JOB REQUIREMENTS

- Degree/Diploma in Water/Human Resources Development, coupled with three years' experience in ETD
- Skills Development Facilitation
- Assessor training
- ODETD Practice
- Three years' experience in Training

COMPETENCY PROFILE

KNOWLEDGE	SKILLS	BEHAVIOUR
<ul style="list-style-type: none">• Skills Development Act, National Qualifications Framework, Sectoral Education and Training Authority, National Skills Authority, South African Qualifications Authority, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act• Water Services Act including Regulation 813	<ul style="list-style-type: none">• Communication skills (verbal and written)• Report writing• Presentation and Facilitation skills• Ability to plan and organize• Sound negotiation skills• Analytical and Problem Solving Abilities• Financial management skills• Computer literacy	<ul style="list-style-type: none">• Assertive and deadline oriented• Self-motivated team player• Conscientiousness• Ability to use initiative to influence the strategic direction of training and development• Ability to work independently• Ability to perform under pressure

In making the final selection, consideration will be given to achieving Rand Water's Employment Equity Objectives.

Should you not receive correspondence from Rand Water within 30 days from the closing date, please accept that your application has been unsuccessful.

Rand Water reserves the right not to make appointments to any of the advertised positions at any stage

**APPLICATIONS MUST BE SUBMITTED TO THE EMAIL ADDRESS BELOW
E-MAIL: recruit1@randwater.co.za**

**CLOSING DATE: 29 September 2016
NOTICE NUMBER: 3380**