

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING (CENTRAL JOHANNESBURG TVET COLLEGE)**

**OTHER POSTS**

**HUMAN RESOURCE DEVELOPMENT SENIOR PRACTITIONER (RE ADVERTISEMENT)**

**REF NO: CJC/12/2021**

**SALARY: R321 555 per annum (Level 08) plus benefits as applicable in the Public Service**

**CENTRE: CENTRAL JOHANNESBURG COLLEGE, CENTRAL OFFICE**

**MINIMUM REQUIREMENTS:** A National Senior Certificate/ Grade 12 or National Certificate Vocational (NCV) Level 4 Certificate. A recognised National Diploma in Human Resource Management/ Development or equivalent qualification (NQF Level 6). 3 - 5 years' relevant experience as a Human Resource Development Practitioner. Knowledge and understanding of performance management systems. Knowledge and understanding of PMDS and IQMS will be an added advantage. Experience of coordination and facilitation of training. Understanding of legislative framework governing the Public Services. Skills on Coordination and facilitation of training programmes, Planning and organizing, Communication (Good verbal and written), Flexibility, Customer care services, Report writing, & Teamwork. Applicants must have knowledge of Microsoft packages, i.e. MS word, MS Excel, PowerPoint as well as MS Outlook. Valid Driver's Licence. Relevant PERSAL Certificate will be an added advantage. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage.

**DUTIES:** Provide and facilitate the implementation of all training and development programmes approved by the college; Facilitate the development of Workplace Skills Plan; Manage the process of application and approval of bursaries. Coordinate Internship and Learnership Programmes. Provide, coordinate and Implement Performance Management and Development System, Integrated Quality Management System. Facilitate the development of job descriptions. Coordinate, develop and monitor the implementation of Employment Equity plan. Coordinate, develop, facilitate and monitor the implementation of human resource development strategy and plans. Conduct organisation review and redesign processes.

**ENQUIRIES:** Mr Khakhu at Tel No: (011) 351 6000

**APPLICATIONS:** All applications are to be sent via email to [recruitment30@cjcedu.za](mailto:recruitment30@cjcedu.za). Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

**CLOSING DATE: 18 March 2022 at 16:00**