



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF HUMAN RESOURCES

Sefako Makgatho Health Sciences University (SMU) is a professional institution that offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga-Rankuwa (North of Pretoria) and the following position(s) is/are currently available.

Skills Development Facilitator (1 POST)

Ref: 47/2022/BGM/P8

The University is looking for a dynamic individual who is passionate about skills development and who will be responsible for the implementation of an integrated people development system to ensure the availability of skills when needed, build institutional capacity, and employee competence and commitment for lifelong learning. She/He will report to the Manager: Organisational Development, and must meet the requirements and competencies, and be responsible for the key performance areas listed below.

REQUIREMENTS

- A Degree in Human Resources Management or Industrial Psychology, or a relevant qualification and associated experience in the HR field
- At least three (3) years relevant experience as a Skills Development Facilitator or working in a Training and Development environment
- At least 5 years' experience working in an Human Resource environment
- Exposure to HR practices in a Higher Education environment will be a recommendation
- Experience in managing HR transformation and change management processes in training interventions
- Sound knowledge and understanding of relevant Skills Development legislation
- Must be computer literate (MS Office suite) and be able to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency

COMPETENCIES

- Technical/ professional human resource management knowledge and skill
- Excellent communication and presentation skills (verbal and written)
- Good facilitation skills
- Excellent interpersonal relationships
- Building strategic alliances and partnerships
- Resource management
- Planning and organising
- Decision making and problem solving
- Client focus
- Facilitation skills
- Confidentiality, tact and discretion when dealing with people

- Continuous learning
- Initiating action
- Team player

KEY PERFORMANCE AREAS

- Manage the flow of talent by developing people and leaders and driving individual performance
- Develop an integrated talent strategy and operational plan, with long and short term initiatives
- Design measurement systems that distinguish high performing individuals from low-performing individuals
- Provide expert advice and consultation to line management in the identification of training needs, learning interventions and skills development
- Introduce innovative practices in training and development
- Advise employees on career development issues and possible training and development interventions
- Coordinate all SMU skills development activities
- Conduct a skills audit and ensure an integrated approach to training and development interventions, through the development of a University-wide training and development plan
- Ensure the timely submission of the University's Workplace Skills Plan (WSP) and annual training report, and the thorough analysis of training and expenditure
- Responsible for contract management in terms of identifying relevant material/content for training programmes, and the sourcing of appropriate suppliers
- Integrate learner material into learning framework (NQF)
- Manage the University's Learnership and Internship programme by identifying opportunities; sourcing external funding; aligning the programme to the legislation, and tracking the employability of learners/interns
- Administer the study benefits for employees and their dependents in line with approved University policy
- Responsible for database management and filing by ensuring that the ITS system is set up to capture training data, and deliver required statistical and legislative reports
- Provide inputs on HR operating and capital budget; determine costs for in-house and external programmes/ courses and draft budgets aligned to WSP, including the monitoring and management of expenditure, and the recovery of levies from SETA
- Monitor, evaluate and report on the effectiveness of the training and development interventions
- Contribute to the overall development of SMU and actively improve institutional culture
- Any other duties assigned by Line Manager

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Closing date: 24 August 2022

Applications through Employment Agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Ms BG Mbanjwa**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment5@smu.ac.za

THE APPLICATIONS MAY ALSO BE HAND DELIVERED AT (PLACE IN AN APPLICATION BOX):

Sefako Makgatho Health Sciences University, Human Resources Department, Clinical Pathology Building, 5th Floor, Molotlegi Street, Garankuwa.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Pretoria News, 2 Aug 2022

Telephonic enquiries regarding conditions of service: (012) 521-3071.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.

Final