

## Skills Trainer (Processing).

An exciting opportunity exists for a Skills Trainer: Processing in the Training Section within the Human Resources department reporting to the Advisor Technical Training, the successful candidate will be responsible for the effective and efficient training delivery, curriculum development, designing and reviewing of in-house training content and training administration through due diligence processes to ensure competencies levels are maintained and remain current that contributes to high productivity levels to achieve the organizational

### Key performance areas

- Maintaining safety, healthy and accident-free workplace with minimal impact on the environment in compliance with Company policy and legal requirements;
- Assisting with training needs analysis in conjunction with the Advisor Technical Training and relevant supervisors;
- Providing weekly and monthly reports to Advisor Technical Training as and when required;
- Preparing lesson plans and activities to ensure training will be completed according to the training schedule and to avoid any interruptions;
- Liaising with operations to make provisions to release equipment for field training;
- Exercise classroom management by ensuring that employees (learners) adhere to the ground rules set for training and that the environment is conducive to learning;
- Ensuring assessment and issuing of competency certification are conducted according to the required training standards;
- Preparing and conducting pre-post assessments to evaluate the effectiveness of the training intervention, course content, and delivery of training;
- Submitting assessment documentation to the Advisor Technical Training for moderation and final confirmation of competency;
- Implementing and executing quality assurance review processes of all existing and new training programs to be implemented.
- Maintaining and updating training records and assessment results immediately after training interventions have been completed.
- Controlling and minimizing overtime expenses by managing own and trainee training hours outside normal working hours.
- Researching and doing self-study on training best practices in the industry (analyze, evaluates, conduct research).

### Minimum requirements

- Grade 12 with 20 points and an E symbol in English;
- Higher Certificate in Occupational Directed ETD Practice or related qualification NQF level 4;
- Assessor and facilitator certification;
- A minimum of five (5) years experience as a multi-skilled processing plant operator;
- Experience in operating Forklift, Hiab, Overhead Crane, VMC, TLB, Backhoe, or any lifting equipment will be an added advantage;
- Moderation certification will be an added advantage.
- A valid Code B driver's Licence;
- **A Police certificate of conduct not older than six months is required. A record will not automatically disqualify candidates.**

### Required skills

- Facilitation and presentation skills;
- Planning and organizing skills;
- Interpersonal and Communication skills;
- Able to design and develop training content;
- Advanced computer literacy (Software Packages, Microsoft Office Package, SAP, Learner Management systems);
- Basic Report writing skills.

### To apply

- Go to: <https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=1732&company=rssinguran>
- First time applicants select "new user" and register, then apply;
- Registered users login and apply.

**Preference is given to candidates from designated groups in line with Company policy on employment equity.**

**Application closing date – 23 June 2023.**