



# Amajuba District Municipality

Amajuba District Municipality is an equal opportunity, affirmative action employer and also encourages applications from disabled persons. We make reference to the employment of applicants in terms of Employment Equity Plan.

## SKILLS DEVELOPMENT FACILITATOR – POST LEVEL 05

### DEPARTMENT: CORPORATE SERVICES

#### Minimum Requirements:

**Matric and a National Diploma in Human Resources Management/ Development or NQF level 6 equivalent qualification. Computer literacy is also one of the essential requirements for this post. A Minimum of 3 years experience in Local Government Sector will be an added advantage.**

#### Summary of Duties:

- To take responsibility for convening the training committee and ensuring that appropriate consultative processes around skills development are implemented
- That appropriate procedures and records are kept of training committee meetings
- Take responsibility for the development of the WSP and the necessary consultation thereon
- Liaise with the LGSETA around issues of skills development
- Ensure submission of the WSP & ATR to the LGSETA
- Oversee the implementation of training for employees and Councillors
- Keep appropriate training records
- Report on training conducted to the LGSETA
- Ensure participation in LGSETA learnership and skills programmes
- Attend SDF forums and SDF training
- Strategically align the training and development of skills in an organization
- Conduct an analysis to determine training outcomes
- Understand the Sector Skills Plan with focus on scarce and critical skills planning
- Co-ordinate the recruitment process
- Assist with other HR duties

**Remuneration: R317 382.93 per annum**

**Applications consisting of a comprehensive CV, covering letter together with certified copies of matric certificate, tertiary qualifications, driver's license and ID must reach the HR Department no later than 12h00 on 11 May 2018.**

**Enquiries may be directed to the HR Department: 034-3297200 during office hours.**

Facsimiles, emails or late applications will not be accepted. Only short-listed applicants will be contacted and subjected to the vetting process. If you are not contacted within one month after the closing date, your application would have been unsuccessful. Applications MUST be addressed to The Municipal Manager on:

#### Physical Address:

**Amajuba District Municipality**

**B9356 Amajuba Building**

**Section1**

**Madadeni 2952**

#### Postal Address:

**Amajuba**

**District Municipality**

**Private Bag X6615**

**Newcastle**

**2940**

**SR ZWANE**

**MUNICIPAL MANAGER**