Job Title:	Training Project Coordinator
Organisation:	NEMISA
Department:	Creative Media
Location:	Gauteng Auckland Park
Salary Range:	Market Related
Upward Reporting Relationships:	Head of Training
Reference Number:	NEM-18/11/2022

MAIN PURPOSE OF THE JOB

Facilitate the coordination of training and development projects throughout the creative media unit in line with the NEMISA strategy and annual performance plan. Create awareness and mobilise resources for the implementation of training initiatives for the unit. Provide support for the effective implementation of the training programmes.

JOB OBJECTIVES

- To coordinate the recruitment and registration of all creative media learners
- To consolidate inputs and prepare the creative media training schedule in line with the approved calendar and budget.
- To update and communicate the schedule and calendar to line managers and relevant stakeholders.
- To book venues and to cater and arrange logistics in line with the approved schedule and budget.
- To send training invitations to delegates in line with the approved schedule.
- To consolidate confirmation of training intervention attendance received from delegates.
- To liaise with facilitators to confirm attendance and requirements.
- To evaluate venues, accommodation, and suppliers to ensure cost-effectiveness and quality of service in line with business needs.
- Monitor training results and statistics
- To prepare and submit creative media data for reporting and audits in line with business requirements, quality management framework and regulatory requirements.
- Keep records and file learner's confidential and personal information
- To order and arrange the printing of learning material.
- To assist with administrative requirements, including coordinating meetings and minute taking
- To ensure the timeous uploading of learners to the quality assurers' system (SETA/QCTO)
- Ensure adherence to the QMS
- Assist with the coordination of the curriculum conversion to the DSP
- To liaise with the quality assurer on-site visits for quality assurance of learner achievements
- To ensure the invoicing of practitioners is expedited efficiently

Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where the subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g., universities, Technikons, colleges, etc.

Level of Education	**Minimum:** • Three-year bachelor's degree in human resource management/Education/Social Science or equivalent qualification at NQF Level 7 • National certificate in OD ETDP (Preferable)	**Ideal:** Project Management

Job-related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

Minimum:

- 2 years of administration experience (preferably within Training or HR)

Ideal:

- Participated in Formal Training and Development
- Valid driver's license

Job-related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories, and principles.

- Good knowledge of SAQA, QTCO and SETA structures and the Skills Development Act (SDA)
- Development and Design of outcomes-based training material
- Knowledge of a Learner Management System
- Experience and knowledge of E-learning
- Experience and knowledge of VIP – HR Premier
- Budgeting and proposal writing
- Strong writing skills

Competency requirements

- Analysis and Problem Solving
- Strategic thinking
- Planning and organising
- Logical reasoning
- Critical judgement
- Decisiveness
- Information gathering
- Initiative
- Emotional maturity
- Commercial Acumen
- Flexibility
- Communication (Written and Verbal)
- Impact and influence
- Emotional maturity
- Results and quality focus
- Detailed focus

Important note:
Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to:
projectcoordinator@nemisa.co.za

- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to shortlisted candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **24 November 2022 (16:00pm)**.