Job Title:	Training and Development Practitioners: Graphic Design, Interactive Media and 2D Animation (x 3)
Organisation:	NEMISA
Department:	Skills Development
Location:	Gauteng, Auckland Park
Salary Range:	9
Upward Reporting Relationships:	Manager: Graphic Design, Interactive Media and Animation Skills
Reference Number:	**NEM-09/04/2025**

MAIN PURPOSE OF JOB

To undertake training and skills facilitation duties and the associated functions which include the coordination of training activities, assessment, moderation, and curriculum development.

JOB OBJECTIVES

- Ensure seamless training and development delivery.
- Ensure the coordination of training delivery logistics i.e., venue booking, production of learner manuals, ordering of learning aids, stationery and equipment.
- Coordinate the learner certification register.
- Coordinate and consolidate training plans and reports.
- Supervise student projects, field trips and related.
- Contribute to the quality assurance processes within the unit and ensure that course design and delivery comply with the quality standards and regulations of the institute and professional regulatory bodies, where relevant.
- Coordinate quality assurance, learner attendance, POEs and Performance Records.
- Contribute to the accreditation of courses and quality assurance processes.
- Monitor and evaluate the effectiveness of training.
- Design, develop and deliver training for both online and face-to-face courses.
- Review training content and related documents for quality, accuracy and relevance.
- Facilitate and deliver training interventions using a variety of blended learning methodologies to ensure the achievement of required learning outcomes.
- Administer formative and summative assessments and collate required Portfolio of Evidence documents.
- Support and assess learning processes using a range of support tools and assessment methods.
- Maintain and adhere to facilitation standards.
- Monitor learner progress, provide academic and learner support.
- Design and use appropriate assessment instruments and criteria.
- Work in accordance with the institute's policies and procedures to undertake assessment of students' work and give feedback.

- Ensure quality training and assessments occur in accordance with the content to be delivered.
- Conduct Assessment and/or Moderation of learners.
- Participate in certification processes and procedures.
- Engage with internal and external clients on the delivery of training programmes and certification.
- Participate in and develop internal and external networks with other skills development stakeholders.
- Develop links with relevant professional bodies and/or academic groups.
- Participate in internal and external stakeholder forums, events and related as directed.
- Research best practices and trends in the skills development field, keep abreast of best practices and make recommendations for the improvement of the training content.
- Engage in research as required to support teaching activities.
- Maintain professional development in the industry through affiliation, practical work and related.
- Report on the implementation of training programmes to management.
- Compile and submit weekly, monthly, annual post training reports and other ad hoc reports as required within agreed timelines.

Education: Formal Qualifications *Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. Universities, Technikons, Colleges, etc.*		
Level of Education:	**Minimum:** • National Diploma in Graphic Design, Animation and Interactive Media or related. • Assessor and/or Moderator Certification.	**Ideal:** • N/A
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 it is not restricted to the current organisation. Supervised on-the-job training internships and learnerships are incorporated within this category.*		
Level of Job-related Work Experience:	**Minimum:** • 3-5 years' experience as a training facilitator. • 2-3 years' experience in graphic design, interactive media or animation. • Knowledge of developing training materials. • Knowledge and experience in teaching delivery. • Sound knowledge of relevant legislation (i.e. Skills Development legislation. • Knowledge of digital platforms for educational purposes. • Knowledge and experience of graphic design, animation skills and interactive media skills facilitation.	**Ideal:** • N/A
Job-related Skills and Competencies *Job-related skills are typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). Skills refer to how to do things. They are demonstrated in the application of techniques and procedures.*		

Job-related Skills and Competencies:	**Behavioural:** • Decision-making • Problem-solving • Conflict management • Negotiation skills • Interpersonal skills • Quality and service focus • Accountability • Integrity • Diligence • Professionalism • Flexibility and adaptability	**Technical:** • Computer literacy • Training facilitation • Planning and organising • Business writing skills • Time management • Analytical thinking • Written and verbal communication skills

Important note:

- Please email through comprehensive CV and certified copies of qualifications/supporting documents to: tdpractitioners@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 to not make an appointment.
- Closing Date: **15 April 2025 (16:30)**

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports the achievement of our Employment Equity goals.