

INTERNAL ADVERTISEMENT

A vacancy exists for a Technical Trainer in Johannesburg within ATM Solutions.

The responsibilities of the position include:

- To develop, lead and facilitate technical training in a variety of disciplines
- To equip staff with the knowledge and practical skills to carry out work-related tasks
- To assist with the on-going and long-term improvement of employee skills
- Building and deliver technical training programs
- Understanding and experience in facilitation of SETA Accredited training processes
Experience in obtaining SETA accreditation for a training centre
- Sensitivity to cultural differences and the ability to work in a challenging environment
- Identify training and development needs within the organization through job analysis and staff assessments
- In conjunction with various Management, design, produce and deliver programs that are satisfactory and relevant to the company's objectives and ensure that such programs are in line with the relevant national industry standards and accreditations
- Develop effective induction programs
- Produce training material for in-house courses
- Deliver or manage the delivery of such in-house courses
- Monitor and review the effectiveness of the courses in order to adapt to changes occurring in the work environment
- Have an understanding of all learning techniques, where relevant, and keep up to date with developments in training
- Research new technology and methodologies in work place learning

In order to be considered for the position, the following requirements must be met:

- Matric
- Must have previous experience in training on MS Office i.e. Word, Excel, PowerPoint and Outlook
- Must have strong Administration skills
- Experience in SETA Accreditation Processes
- Sound Technical Training background
- Willing to travel
- Willing to work over weekends
- Willing to work extended hours when need be
- Must be fluent in English and be able to communicate in other South African Languages
- Must have a training qualification i.e. Assessor, Moderator and/or ETDP Qualification

Behavioral Competencies:

- Planning & Organising
- Communication & Impact
- Customer Focus
- Problem-solving
- Initiating Action
- Contributing to Team Success
- Work Standards
- Passion & Attitude
- Continuous Learning
- Industry and Business Knowledge
- Driving for Results
- Adaptability
- Coping with stress / change