



INTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitable qualified applicants to -apply for the following position:

DEPARTMENT: CORPORATE SERVICES

SKILLS DEVELOPMENT FACILITATOR (PERMANENT POSITION)

REMUNERATION: R252 275.88 - R327 494.40 per annum (Task Grade 10 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12 or National Senior Certificate
- Diploma/Degree in Human Resources Management/Development, Public Management/Administration or any other relevant qualification (Postgraduate Degree would be an added advantage)
- 2 - 5 years or more relevant experience (preferably in local government)
- Code B driver's license

KNOWLEDGE SKILLS AND COMPETENCY

- Understanding of Skills Development Act, Skills Development Levies Act, National Skills Development Strategy and other applicable legislation
- Knowledge and understanding of SETAs and the local government environment
- Knowledge in conducting needs analysis, development of training material, facilitation of training interventions and assessment of learners
- Understanding of the Sector Skills Plan with focus on scares and critical skills planning.
- Good interpersonal, negotiation and communication and report writing skills
- Sound problem solving skills with the ability to work under pressure

KEY PERFORMANCE AREAS

- Development and implementation a Workplace Skills Plan (ensuring the alignment of the WSP with the EE Plan).
- Facilitate the implementation of skills development policies and frameworks.
- Identify key stakeholders to support the execution of the Learning and Development strategy.
- Liaise with the LGSETA around issues of skills development.
- Ensure submission of the WSP to the LGSETA is timeous.
- Develop effective working relationships with various statutory training bodies to support the compliance with the skills development programmes and legislative requirements.
- Ensure maximum participation in learnerships and skills programmes provided by SETAs.
- Actively monitor and track learner progress within the various programmes.
- Implement a learning bond with employees who have been granted study assistance.
- Manage the bursary allocation process including the distribution of funds to support timely registration.
- Manage the database of all training and development interventions implemented and provide related reports.

Application form (accessible from the municipal website and municipal office) clearly stating the position you are applying for, together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720 or emailed to:** Recruitment@mkhambathini.gov.za

Closing date 30 July 2024 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. P.P Ngubane Director: Corporate Services at 031 785 9310.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.



MR. S. MNGWENGWE
MUNICIPAL MANAGER