



## **Job Title : Specialist Technical Training**

Our Client is in the Financial Services Industry.

## **Job Reference: 2422**

### **Purpose**

To develop, enhance technical and process training capability, training materials, troubleshooting guides and conduct assessments. Monitor and manage learners' performance against the relevant criteria and ensure that the Company achieves its training objectives.

### **Main Responsibilities (not limited to):**

- Develop Training Materials, Advanced Training Guides and Troubleshooting guides for core business.
- Identify and ensure assessors are trained and competent to conduct assessments.
- Facilitate the development of technical and process training initiatives and programmes to address competency skills gaps in line with individual development plans.
- Facilitate the development of Standard Operating Procedures (SOPs), Work Instructions (WIs) and learner guides for training and assessment.
- Liaise with OEMs in implementing machinery training, develop learning assessment tools, templates and facilitate Planned Job Observation.
- Compile annual departmental training budgets
- Conduct training needs analysis, recommend appropriate learning and development interventions and compile the Workplace Skills Plan (WSP).
- Compile and monitor the monthly, quarterly and yearly phased training plan and report on progress of the training delivered.
- Drive competence and skills acquisition through the implementation of Competency Acquisition Programme (CAP).
- Develop and implement learner management programmes, including apprentices, interns, trainees and Recognition of Prior Learning.
- Liaise with internal and external stakeholders in sourcing relevant learning and development programmes for the Company.
- Perform the Skills Development Facilitator function and liaise with the SETA's to leverage training support and optimise skills levy recovery



**The Ideal Candidate is likely to have:**

- B Engineering or B-Tech in Engineering or equivalent tertiary qualification in engineering
- Certificate in Education Training and Development (ETDP)
- Certificate in Skills Development Facilitation (SDF)
- Accreditation as a Learning Assessor will be added advantage
- 5-8 years' experience in technical training within the manufacturing industry

**Knowledge and Skills:**

- Development of training materials (SOPs, Work Instructions, Competency guides)
- Competency assessments
- Training needs analysis
- Workplace Skills plan (WSP) and Annual Training Report (ATR)
- Budgeting and Cost management
- Quality Assessment

Applications can be sent to [info@hashtaggroup.co.za](mailto:info@hashtaggroup.co.za). Reference 2422.

**We are committed to equality, employment equity and diversity. Preference may be given, but is not limited to candidates from underrepresented designated groups. No application will be considered after the closing date, or if it does not comply with at least the minimum requirements.**

**Please note that correspondence will be limited to shortlisted applicants only. Should you not hear from us within 10 working days after the closing date, please consider your application unsuccessful. Prospective applicants must be willing to undergo a series of assessments and security clearance processes as prescribed by the Company.**