



ORGANISATION DEVELOPMENT AND TALENT MANAGEMENT

TRAINING AND DEVELOPMENT SPECIALIST

Requirements:

- A postgraduate Honours degree in Human Resource Development/ Human Resource Management /Behavioural Sciences.
- Five (5) years' relevant and proven experience in training and development; coaching or organisational development and talent management environment in a large transforming higher education institution.

Skills and Abilities:

- Proven extensive knowledge of relevant legislation such as the Skills Development Act, Employment Equity Act, Skills Levies Act, among others.
- Thorough knowledge, understanding and skills in performance management systems.
- Excellent people skills.
- Knowledge and understanding of mentoring and coaching.
- Excellent presentation and facilitation skills.
- Excellent analytical skills.
- Excellent communication skills.
- Ability to communicate at all levels.
- Excellent listening and analytical skills.
- Knowledge and understanding of designing training materials

Duties:

The successful applicant will be responsible for the following:

- Training and Development Policy development, implementation and regular review.
- Development, compilation and implementation of the Workplace Skills Plan.
- Identify training and development needs through appraisal schemes and regular consultations with departments within the University.

- Develop, compile and review training and development (skills development) material.
- Develop and compile the Succession Plan and Skills Transfer Plan of the University.
- Ensure alignment of the Workplace Skills Plan with the Employment Equity Plan, University Strategic and Performance plans.
- Develop, compile and present training programmes and modules.
- Liaise with both internal and external training providers.
- Oversee internships/learnership as well as Induction workshops for newly appointed staff and all other staff members.
- Compile and submit plans and reports to both internal and external stakeholders.
- Organise, arrange and facilitate workshops, seminars, and training and information sessions.
- Compile, present, manage and implement the training and development (Skills Development) budget and grants applications.
- Keep and maintain training and development records.

CLOSING DATE: 23 SEPTEMBER 2022 (Extension)

Please submit cover letter clearly indicating which post you are applying for a detailed CV with all your names, addresses, contact details and email address and include contact numbers of three (3) referees, certified copies of all qualifications including Matric/ Grade 12 Certificate, academic transcripts and a South African ID/ Passport should be forwarded to Chief Human Resource Officer, e-mail applications in MS Word format, Recruitment4@ul.ac.za

Telephonic enquiries regarding conditions of service: Mrs M.R Thoabala (015) 268 2488

It is the applicant's responsibility to have foreign obtained qualifications evaluated by the South African Qualifications Authority. Please note that failure to submit the requested documents/ information will result in your application not being considered.

*The University of Limpopo is an Equal Opportunity Employer. All appointments will be made in accordance with the University's Employment Equity Policy. **Training and Development***

Specialist Preference will be given to Male (Africans, Indians and Coloureds) Female (Africans and, Coloureds)

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applicants as unsuccessful.

The University reserve the right not to make appointment

