



<b>DIVISION/FACULTY:</b> Vice Chancellor	<b>DEPARTMENT:</b> Human Resources
<b>POST:</b> Learning & Skills Development Specialist	<b>POST No:</b> 9012 <b>PEROMNES GRADE:</b> 7

**JOB DESCRIPTION:**

Key Performance Areas include but are not limited to:

- Skills development: Compile competency/skills matrix framework, work skills plan, and annual training report. Communicate information between the employer and relevant SETA. Analyse skills development needs and advise accordingly. Manage and track progress in the development of critical skills.
- Training management: Develop an annual organisational plan and training calendar. Source relevant training providers. Evaluate training effectiveness.
- Skills funding: Compile and maintain skills funding register, monitor skills funding budget, keep records of results, etc.
- Leadership development: Develop a leadership development plan and drive leadership strategy.
- HR Projects: Job evaluations, HR policies, and procedures, coordinate induction programme

**APPLICATION CRITERIA:**

Qualification and Experience:

- Post graduate qualification in HR/Social Sciences, or Learning & Development.
- Minimum of 3 - 5 years of experience in Learning and Skills Management/HRD Management/Training Management
- Registrations with a professional organisation

Skills and Competencies:

Planning and organising, relationship building, negotiating, presentation, good verbal and written communication

Closing date for applications: 23 June 2023

Submit CV to Ms Angie Moeti at: [recruitment3@vut.ac.za](mailto:recruitment3@vut.ac.za).

**Please Note: The application must be accompanied by an application form obtainable from the VUT website, CV, identity document, and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted. If you do not hear from us within 8 weeks, please accept that your application was unsuccessful.**



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**VUT reserves the right not to make an appointment.**

**By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.**

